Advanced

Ruth Gairns and Stuart Redman

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Oxford Word Skills

Learn and practise English vocabulary

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Introduction

What is Oxford Word Skills?

Oxford Word Skills is a series of three books for students to learn, practise, and revise new vocabulary.

Basic:	elementary and pre-intermediate (CEF levels A1 and A2)
Intermediate:	intermediate and upper-intermediate (CEF levels B1 and B2)
Advanced:	advanced (CEF levels C1 and C2)

There are over 2,000 new words or phrases in each level, and all of the material can be used in the classroom or for self-study.

How are the books organized?

Each book contains 80 units of vocabulary presentation and practice. Units are between one and three pages long, depending on the topic. New vocabulary is presented in manageable quantities for learners, with practice exercises following immediately, usually on the same page. The units are grouped together thematically in modules of five to ten units. At the end of each module there are further practice exercises in the review units, so that learners can revise and test themselves on the vocabulary learned.

At the back of each book you will find:

- vocabulary building tables
- an answer key for all the exercises (other than personalized exercises)
- a list of all the vocabulary taught, with a phonetic pronunciation guide and a unit reference to where the item appears

There is a CD-ROM at each level with oral pronunciation models for all the vocabulary taught, and further practice exercises, including listening activities.

What vocabulary is included?

At advanced level, the vocabulary includes:

- a wide range of topics, e.g. behaviour, competitive sport, medical advances
- a range of concepts, e.g. problems and solutions, truth and lies, old and new
- different fields of academic English, e.g. literature, science, technical English
- an increased focus on different styles of English, e.g. informal English, newspaper journalism, formal letters
- a wide range of idiomatic expressions, with a particular focus on figurative uses of language
- various aspects of language, e.g. compounds, discourse markers, prepositional phrases

The series includes almost all of the words in the Oxford 3000™, which lists the 3,000 words teachers and students should prioritize in their teaching and learning. The list is based on frequency and usefulness to learners, and was developed by Oxford University Press using corpus evidence and information supplied by a panel of over 70 experts in the fields of teaching and language study. In addition, we have included a wide range of high frequency phrases, e.g. *at the last minute*, *for the time being*, as well as items which are extremely useful in a particular context, e.g. *in danger of extinction* when discussing wildlife conservation, or *remanded in custody* when discussing the law.

We have taken great care to ensure that learners will be able to understand the meaning of all the new words and phrases as used in the particular contexts by supplying a clear illustration or glossary definition. Learners should be aware that many English words have more than one meaning, and they should refer to an appropriate learner's dictionary for information on other meanings.

How can teachers use the material in the classroom?

New vocabulary at this level is presented primarily through different types of text, but also through tables, and where appropriate, through visuals. The meaning of new vocabulary is explained in an accompanying glossary unless it is illustrated in visuals or diagrams. Important items, or those that require additional information, are highlighted by means of 'spotlight' boxes.

Here is a procedure you could follow:

- Students study the presentation for 5–10 minutes (longer if necessary).
- You answer any queries the students may have about the items, and provide a pronunciation model of the items for your students where necessary.
- Students do the first exercise, which they can check for themselves using the answer key, or you can go over the answers with the whole class.
- When you are satisfied, you can ask students to go on to further exercises, while you monitor them as they work individually or in pairs, and assist where necessary.
- When they have completed the written exercises, students can often test themselves on the new vocabulary using the cover card enclosed with the book. The material has been designed so that students can usually cover the glossary definitions while they look at the target items, and test themselves; or cover the items and look at the definitions. This is a simple, quick, and easy way for learners to test themselves over and over again, so there is no pressure on you to keep searching for different exercises.
- After a period of time has elapsed, perhaps a couple of days or a week, you can use the review exercises for further consolidation and testing.
- You will often notice the headings 'About you' or 'About your country'. These indicate personalized exercises which give learners an opportunity to use the new vocabulary within the context of their own lives. Students can write answers to these, but they make ideal pair work activities for learners to practise their spoken English while using the new vocabulary. If you use these as speaking activities, students could then write their answers (or their partner's answers) as follow-up.

How can students use the material on their own?

The material has been designed so that it can be used effectively both in the classroom or by learners working alone. If working alone, learners should look at the Starter unit first. For self-study, we recommend that learners use the book alongside the CD-ROM, as it gives them a pronunciation model for every item of vocabulary, as well as further practice exercises. They can check their own answers and use the cover card to test themselves. One advantage of self-study learning is that students can select the topics that interest them, or the topics where they most need to expand their knowledge.

Starter: vocabulary at advanced level

Six steps to a wider vocabulary

Here are six ways to help you achieve a wider vocabulary, and become a more effective learner. Each one illustrates a feature of vocabulary learning which is given particular emphasis at the advanced level of *Oxford Word Skills*.

1 Adding new meanings to familiar words

An important part of vocabulary expansion is learning new meanings for familiar words.

What are the different meanings of *still* in these sentences?
(Go to Units 11, 28, and 64 to find or check the answers.)

Come over here and stand ***still****.* ________

These apples are very nice, but the others are better ***still****.* ________

My arm's very sore after the accident. ***Still****, it feels better than it did yesterday.* ________

2 Understanding the figurative meaning of vocabulary items

Many words have a literal meaning and a figurative meaning. For example, the literal meaning of *crawl* is to move forwards on your hands and knees, but we can also describe traffic as *crawling along the road*, which means that it is moving very slowly.

What is the figurative meaning of the words in bold in these sentences?
(Go to Units 39 and 42 to find or check the answers.)

The contents of the report have already been ***leaked*** *to the press.*

____

Thousands of refugees are now ***flooding*** *across the border.*

____

The Trade Secretary could find herself under the ***microscope****.*

____

3 Expanding your knowledge of collocation

These are common examples of collocation.

She's an ***old friend****.*	(= a friend I have known a long time)
I ***missed*** *the* ***bus****.*	(= I wasn't able to catch the bus)
It's ***highly unlikely*** *he'll come.*	(= it's very unlikely he'll come)

In English, we choose to combine certain words in order to express particular meanings. Other languages might choose different words to express the same ideas; for example, many languages would say *I lost the bus* where we say *I missed the bus*. Common collocations appear in all three levels of *Oxford Word Skills*, but in the Advanced there is an even greater emphasis on this aspect of vocabulary learning.

Can you complete the collocations in these sentences?
(Go to Units 4, 9, 45, and 50 to find or check the answers.)

Last night we had ***torrential*** ________.

His mother is very elderly and needs ***constant*** ________.

If we work together on this, we'll be able to ________ *our* ***resources****.*

Do you think they'll be able to ________ *the* ***deadlock****?*

4 Using a wider range of idiomatic expressions

At an advanced level you should be able to use a wider range of idiomatic expressions.

Can you complete these idioms? (Go to Units 39, 59, and 61 to find or check the answers.)

*It may seem a lot of money, but really it's just **a drop in the** __________.*

*They're bound to win; it's **a foregone** __________.*

*She might as well apply for the job; she**'s got nothing to** __________.*

***First and** __________ we must decide what to do.*

5 Vocabulary building

At the end of a glossary entry for a particular word, we often include related word forms. Here is an example from Unit 53.

Glossary

deteriorate	become worse. **deterioration** N.
interrogation	the process of asking sb a lot of questions, especially in an aggressive way. **interrogate sb** V.
catch sb out	make sb make a mistake which shows they have been lying.
humiliated	feeling ashamed because you have lost the respect of other people. **humiliate sb** V. **humiliation** N.
needless to say	obviously.

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We also provide vocabulary building tables at the back of the book. Building word families is an easy way to expand your vocabulary and increase your range of expression.

Can you complete these sentences with the correct form of the word in capital letters? (Go to Units 36 and 71, and the vocabulary building tables on pages 207–8, to find or check the answers.)

Most people find the treatment very __________. THERAPY

His behaviour was very __________. PROVOKE

They are sure to __________ *the results carefully.* SCRUTINY

Some people prefer to maintain their __________. ANONYMOUS

6 Vocabulary expansion beyond the book

At this level, we have introduced a new feature called **more words**. After you have completed a unit and the review section for that unit, **more words** gives you an opportunity to expand your vocabulary further within the same topic or linguistic area. Here is an example, from Unit 9.

7 On a long walk, why might you alternate between walking and running? __________

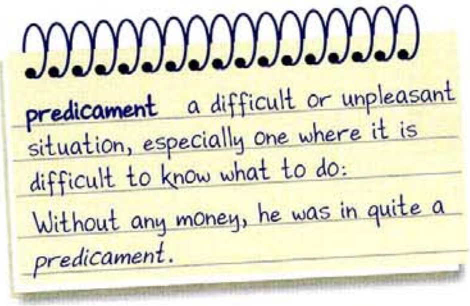
8 What should you do if you feel stiff? __________

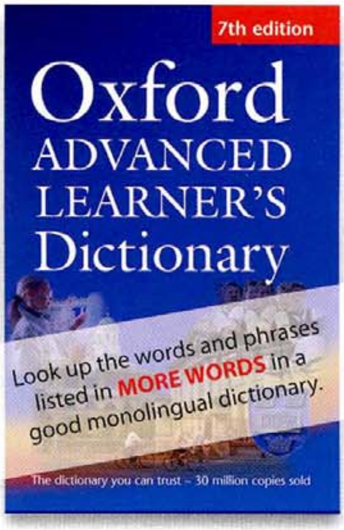
AZ more words: *stumble, trudge, shuffle, meander, get a* **move** *on, stampede*

Unit 10

Suggested procedure with more words

- Look up the words and phrases listed in **more words** in a good monolingual dictionary. In the *Oxford Advanced Learner's Dictionary*, you will find that the meanings of the phrases are explained at the entry for the word in **bold**, although it may be different in some other dictionaries.
- Write the word or phrase in your notebook, then leave a small gap before adding the meaning of the item. Below the meaning, write an example sentence using the target word or phrase; take one from the dictionary, or write your own. For example:

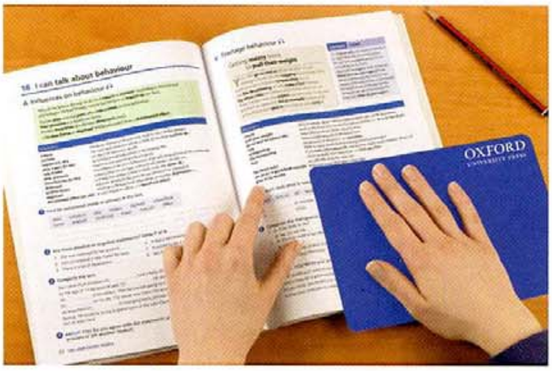




The CD-ROM and cover card

You can use the **CD-ROM** to listen to the texts and dialogues, or to hear the words, and then practise the pronunciation. Or you can look at the **word list** (pages 236–56) to find out how to say the words.

Remember to test yourself



Use the **cover card** to test yourself when you have completed the exercises.

Abbreviations

N	noun	C	countable
V	verb	U	uncountable
ADJ	adjective	PP	past participle
ADV	adverb	AmE	American English
OPP	opposite	BrE	British English
SYN	synonym	sth	something (used in glossaries and tables)
INF	informal	sb	somebody (used in glossaries and tables)
FML	formal	etc.	You use 'etc.' at the end of a list to show there are other things, but you aren't going to say them all.
PL	plural		
SING	singular	i.e.	that is
USU	usually	e.g.	for example

1 I can **talk about meaning and style**

A Asking about meaning

A Are the words ***phase*** and ***stage*** **synonymous**?
B In one **sense**, they're **interchangeable**. They both mean a particular point in a process.

A It's a bit **ambiguous** to say 'She's a good student', isn't it?
B Yes, you can **interpret** it in different ways. *Good* can mean well behaved or hard-working.

A The meaning of ***wrapping paper*** is **transparent**, isn't it?
B Yes, it's **self-explanatory** – just paper for wrapping presents and stuff.

A Can you give me a more **precise** definition of ***soul***?
B Well, it's **virtually** the same as ***spirit*** – the part of you that is believed to exist after you die. But it can also mean your inner character.

Glossary

synonymous	having the same, or nearly the same, meaning. **synonym** N.
sense	the meaning of a word or phrase.
interchangeable	if two things are **interchangeable** you can use one instead of the other and the effect will be the same.
ambiguous	not clear; able to be explained in different ways. **ambiguity** N.
interpret sth	decide that sth has a particular meaning. **interpretation** N.
transparent	(of language) easy to understand. OPP **opaque**.
self-explanatory	easy to understand and not needing more explanation.
precise	clear and accurate. SYN **exact**. **precision** N.
virtually	almost; very nearly (**virtually the same/ impossible/certain**).

1 Is the meaning the same or different? Write S or D.

1	The meaning's virtually the same.	The meaning's opaque.	
2	This is the final phase of the project.	This is the final stage of the project.	
3	These two words are synonymous.	These two words mean the same.	
4	These phrases are self-explanatory.	These phrases are interchangeable.	
5	The meaning is ambiguous.	The meaning is exactly the same.	
6	What she said was quite transparent.	What she said was quite precise.	
7	The soul lives on after the body dies.	The spirit lives on after the body dies.	
8	The word *leg* has several senses.	The word *leg* has several meanings.	

2 Complete the sentences with the correct form of the word in capitals at the end.

1 If you want to make something clear, it's better to avoid .... AMBIGUOUS
2 She always expresses herself with accuracy and .... PRECISE
3 *Hide* and *conceal* are very similar, but not completely .... SYNONYM
4 In most contexts, *get better* and *improve* are .... CHANGE
5 I think this sentence is open to .... INTERPRET
6 The instructions were .... ; a child could understand them. EXPLAIN

B Explaining meaning and style

Word	Example	Meaning
irony N **ironic** ADJ	*'Thank you, Sam,' she said, with* ***heavy irony****. In fact, Sam had hardly helped at all.*	the use of words to say the opposite of what you mean, often humorously (**a trace/hint of irony** = a little irony).
sarcasm N **sarcastic** ADJ	*'I've broken your CD.'* *'Oh, that's just great,' was her* ***sarcastic*** *reply.*	the use of words to say the opposite of what you mean in order to be unpleasant to sb or **make fun of** sb.
figurative	*Slim* is used **figuratively** in the sentence *Many firms are slimmer than they were.*	(of words) not used with their **literal** (= usual) meaning.
literary	*Heart* can be used in a **literary** way, e.g. *She put her hand on her heart.*	used of the kind of language you find in stories and poems.
disapproving	The dictionary marks *stupid* as '**disapproving**'.	(often used in dictionaries) showing that sth is bad or wrong.
old-fashioned	*Spiffing* means 'great', but it's very **old-fashioned.**	no longer modern or fashionable. SYN **dated.** OPP **in current use.**
slang	In **slang**, *wicked* means 'very good'.	very informal words which are not suitable in formal situations.
pejorative	*His* ***pejorative*** *comments about my essay upset me.*	FML expressing disapproval or criticism. SYN **derogatory.**
insulting **insult sb** V	*He called Mark an 'old woman': how* ***insulting****!*	rude or offensive (**deliberately/highly insulting**).

spotlight *make fun of someone*

If you **make fun of** or **poke fun at** someone or something, you make jokes about them in an unkind way. To **mock** someone means to make fun of them, often by copying what they say or do.
Stop ***making fun of*** *her!* *He's always* ***mocking*** *her country accent.*

3 Circle the correct word(s). Sometimes both words are correct.

1 The literal / literary meaning of curtain is 'a piece of cloth which covers a window'.
2 The curtain fell on her career is figurative / dated, meaning 'her career ended'.
3 I hate people making / poking fun of my pronunciation.
4 She told him his acting was brilliant without a hint / trace of irony.
5 He uses sarcasm / old-fashioned language as a way of insulting people.
6 I got upset when my teacher mocked / insulted the way I pronounced 'castle'.
7 He was being ironic / sarcastic – he didn't mean any harm.
8 Telling me I was a second-rate journalist was highly / deliberately insulting.

4 Complete the sentences with a suitable word.

1 The word *racist* has a negative meaning and is marked '............' in the dictionary.
2 Her written work is very .... : it's a bit like reading a novel by Charles Dickens!
3 The children .... fun of Josie because of her red hair; it was very cruel of them.
4 My brother's lived abroad for years. He tends to use a lot of informal language and .... which is not in .... use, so some of his speech sounds rather ....
5 Does this phrase have a positive meaning, or is it .... ?
6 I know the literal meaning of *flood*, but what does it mean when it's used .... ?

2 I can use familiar words in a new way

A Phrases and figurative meaning

Familiar words may appear with an unfamiliar meaning (often a figurative meaning), or surrounded by other words that form an idiom or set phrase.

As I **crawled** along the motorway, I was **having second thoughts** about staying with Marcus. I'**d been in two minds about** going in the first place, but it was **sweet of** him to invite me, and I **wasn't tied up**, so I said, 'Yes'. But now it **dawned on** me that he may have had an **ulterior motive**: he wanted to go out with me! How could I be so **thick**? Marcus was very nice, but a romantic relationship **was the last thing on my mind.** How can I **get out of** this, I wondered? Just as the traffic started to speed up, something went into the back of me and **sent** the car **flying** off the road. Dazed but OK, I pulled my mobile out of my bag. 'Is that you, Marcus? Listen, **you're not gonna believe this**, but . . .'

Glossary

crawl	(of a vehicle) move very slowly.
have second thoughts	start having doubts about a decision you have made.
be in two minds about sth	be unable to decide what to do about sth.
sweet (of sb)	kind (of sb).
be tied up	be busy and unable to do other things.
dawn on sb	If sth **dawns on** you, you begin to realize it for the first time.
ulterior motive	a reason for doing sth that you keep hidden.
thick	INF stupid.
be the last thing on sb's mind	be the thing that sb is least likely to be thinking about.
get out of sth	avoid doing sth.
send sth/sb flying	make sth/sb move quickly and without control.
you're not gonna believe this	used to introduce surprising and often unwelcome news (**gonna** INF = going to).

1 Complete the dialogues with a word or phrase.

1. Do you still want to go? ~ Actually, I'm having ________ ________ .
2. Are you thinking of getting married? ~ That's the last thing ________ ________ ________ !
3. Do you want to go to the wedding? ~ No, but I can't ________ ________ ________ it.
4. You're not gonna ________ ________ , but . . . ~ You've lost my keys again! How could you?
5. Did he bump into you? ~ Yes, he sent me ________ across the room.
6. Are you going or not? ~ I'm afraid I'm still in ________ ________ about it.
7. I'm sure it's just an innocent request. ~ Mm. I think he has an ________ motive.
8. Could we talk about it this morning? ~ I'm afraid I'm ________ ________ this morning.

2 Complete the sentences using words from the glossary with their more common meanings.

1. She's only eight months old, so she's still ________ across the living room floor.
2. It's a very ________ book: almost 1,000 pages.
3. These oranges are lovely; they're very ________ .
4. The men were ________ , with both hands behind their backs.
5. The morning ________ with a clear blue sky after the storm.

Remember to test yourself

B Common verbs with less familiar meanings

Verb	Example	Meaning
get sth/sb to do sth	*I finally* ***got*** *the car to start.* *I couldn't* ***get*** *him to leave the party.*	make or persuade sb/sth to do sth.
keep **keep sb going**	*We must eat the grapes – they won't* ***keep****.* *I'll have a sandwich. That will* ***keep me going*** *until lunchtime.*	remain fresh. be enough for sb until a later time.
put sth	*It's hard to* ***put*** *your feelings* ***into words****.* *I think he* ***put*** *it very well in his essay.*	say or write sth in a particular way.
push sb	*Some parents* ***push*** *their kids really hard.* *I need to* ***push myself*** *more at work.*	make sb work harder.
leave sth to/ with sb	*We need to book a table.* ***I'll leave that to you****.* ***Leave it to/with me*** *– I'll do it.*	allow sb to take care of sth.
make sth sth	*My watch says 10.20. What time do you* ***make it****?* *He bought ten more; I* ***make that*** *25 now.*	think or calculate sth to be a particular time or number.
bring sb somewhere	*It was the war that* ***brought*** *him to power.* *What* ***brings*** *you here? ~ I've got a meeting.*	cause sb to reach a particular condition or place.
come with **come in**	*I'm sure the radio* ***comes with*** *batteries.* *The chairs* ***come in*** *four different colours.*	be sold or produced with a particular feature.
do (**for sb/ sth**)	*I peeled six potatoes. Will that* ***do****?* *Will these shoes* ***do for*** *the wedding?*	be enough or be acceptable in a particular situation.

3 One word is missing in each sentence. What is it, and where does it go?

1 How did you him to do it? ~ I offered him money. ....
2 Take this apple to keep you until lunchtime. ....
3 If we can find another ten chairs, that will it 90 altogether. ....
4 It was the fishing that people to this part of the coast. ....
5 We'd better finish the cream – it won't after tomorrow. ....
6 He has great ideas but finds it difficult to them into words. ....
7 I've got a packet of noodles – do you think that will for six people? ....

4 Complete the dialogues with suitable verbs.

A Hello. What (1) .... you to this part of the building?
B I can't (2) .... this new clock to work, and it didn't (3) .... with instructions.
A OK, (4) .... it with me.
B Thanks. Oh, one other thing, we've run out of paper for the photocopier.
A Er, there's some over there. Will that (5) .... ?
B Yeah, that'll (6) .... us going for now.

C What are the bookings like for this evening?
D We had two more this morning, so I (7) .... that 36 now.
C OK. We'll need more tables, then. Can I (8) .... that with you?
D I'll see how things go, but I may have to (9) .... Mario to do it.
C OK, but don't (10) .... him too hard; he's had a very tough week.

5 ABOUT YOUR LANGUAGE Translate the meanings in the table into your own language.

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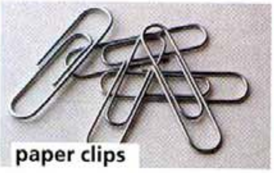
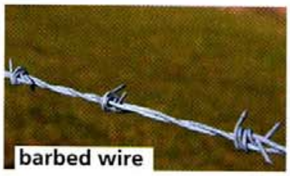
3 I can use compounds

A Nouns

drawing pins


paper clips


barbed wire

nail polish

Cover the compounds below and read the meanings. Do you know the compounds, or can you guess them?

Meaning	Compound noun
an official document that shows you are qualified to drive	**driving licence**
an official document showing when and where you were born	**birth certificate**
a part for a car or machine to replace an old or broken part	**spare part**
a person walking past a place by chance	**passer-by**
a short holiday from Friday to Sunday, or Saturday to Monday	**long weekend**
the number of years that a person is likely to live	**life expectancy**
a path or route that is quicker than the normal way	**short cut / shortcut**
clothes that you wear to a party to make you appear a different character	**fancy dress**
a short and usually very old song or poem for young children	**nursery rhyme**
a machine into which you put money in the hope of winning more back	**fruit/slot machine**
your closest living relative (often used on official documents)	**next of kin**

1 Replace the crossed-out word with a more appropriate word that forms a compound.

1 Do you know a short ~~way~~ to the school from here? ....
2 I ripped my shirt on the ~~twisted~~ wire around the field. ....
3 What's the average life ~~length~~ for men in your country? ....
4 I stepped on a drawing ~~nail~~; it really hurt. ....
5 I need some paper ~~staples~~ to put these notes together. ....
6 Have you got any nail ~~paint~~? ....
7 Is it easy to get ~~new~~ parts for your car? ....
8 I stopped and asked a ~~walker~~-by where the park was. ....

2 Complete the compound in each sentence.

	ABOUT YOU
1 Have you got a driving .... ? How long have you had it?	....
2 Have you written your next of .... in your passport? Who is yours?	....
3 Have you been to a .... dress party? If so, who did you go as?	....
4 Do you remember any nursery .... ? If so, which ones?	....
5 When did you last go away for a long .... ? Where did you go?	....
6 Do you know where your birth .... is? If so, where is it?	....
7 Do you ever play on .... machines? If so, do you often win?	....

3 ABOUT YOU Write answers to the questions in Exercise 2, or ask another student.

Remember to test yourself

B Adjectives

It was a **last-minute** decision, but we managed to get a cheap holiday in Spain. The area's quite **built-up**, but the beach is lovely.

My cousin is very **absent-minded**. He leaves things lying around and then gets **panic-stricken** when he can't find them.

My brother's pretty **thick-skinned**, whereas I'm more sensitive. He often criticizes me in front of other people; I find this very **off-putting** and it makes me a bit **tongue-tied**.

Most compound adjectives are hyphenated.

These boots are **worn out** now, but they've been incredibly **hard-wearing**.

My uncle's very **narrow-minded**: whenever I visit him, the rows seem to be **never-ending**. It makes me very **bad-tempered**.

Glossary

last-minute	happening at the last possible moment.
built-up	A **built-up** area has a lot of houses and not many open spaces.
panic-stricken	extremely anxious about sth.
thick-skinned	not easily upset by unkind or critical comments.
off-putting	(of behaviour) irritating or unattractive.
tongue-tied	unable to speak easily because of nerves or shyness.
worn out	1 (of a thing) no longer useful because it has been used so much. 2 (of a person) exhausted from work or exercise.
hard-wearing	(of a product) remaining in good condition for a long time.
never-ending	(especially of sth unpleasant) seeming to last for ever.
bad-tempered	often angry and easily annoyed.

spotlight **Adjectives with *-minded***

narrow-minded = not willing to listen to the ideas and opinions of others, SYN **bigoted**. OPPS **broad-minded**, **open-minded**.
absent-minded = forgetful.
single-minded = thinking in a concentrated way about sth and determined to achieve it.

4 Find six compound adjectives using words from the box.

built worn thick panic narrow bad minded
tempered up skinned stricken out

....
....

5 Complete the sentences with a suitable compound adjective.

1 He's very bigoted, isn't he? ~ Yes, he's very ....
2 Had you planned to go? ~ No, it was a .... decision.
3 Were you unable to speak? ~ Yes, I got completely ....
4 He's very determined, isn't he? ~ Yes, he's extremely ....
5 It's rather irritating behaviour. ~ Yes, very ....
6 They aren't bigoted, are they? ~ Quite the opposite. They're very ....

C Phrasal verb to compound noun

A number of compound nouns are created from one particular meaning of a related phrasal verb. This gives you an opportunity to learn two words instead of one.

The course has been a real **let-down**. Some people have **dropped out** already, and last night the **turnout** was awful. There could be quite a **shake-up** at the end of the year.

A car **broke down** on the side of the road and a lorry crashed into it; we were **held up** in the ensuing **tailback**. Fortunately no one was injured, but the car was a **write-off**.

The **break-up** of their marriage was a real **setback** for Paula . . .

Glossary

let-down	a disappointment. **let sb down** V.
drop out (of sth)	leave school, college, a course, etc. without finishing your studies. **dropout** N.
turnout	the number of people who attend an event. **turn out** V.
shake-up	large changes made in an organization to improve it. **shake sth up** V.
break down	(of a vehicle or machine) stop working. **breakdown** N.
hold sth/sb up	delay sth/sb. **hold-up** N.
tailback	a long line of traffic, moving very slowly. **tail back** V.
write-off	a vehicle that is so badly damaged that it is not worth repairing. **write sth off** V.
break-up	the ending of a relationship or association. **break up** V.
setback	a problem that delays or prevents progress, or makes a situation worse for sb. **set sth/sb back** V.

spotlight ***outbreak, outlay, etc.***

A few compounds based on phrasal verbs change the position of the particle.
*When did war **break out**?* (= start)
*The **outbreak** of war followed.*
*Did he **lay out** much money?* (INF = spend)
*What was the initial **outlay**?*

6 Rewrite the sentences using the phrasal verbs as compound nouns.

► How much did they lay out for the wedding? *What was the outlay for the wedding?*
1 Did many people drop out? ....
2 The traffic tailed back for five miles. ....
3 It set him back when he failed the exam. ....
4 We were held up for two hours. ....
5 A car broke down on the motorway. ....
6 It was awful after they broke up. ....
7 How many people turned out? ....
8 It was inevitable that war broke out. ....

7 Complete the sentences with a compound.

1 There was a really good .... at the annual food festival: over 3,000 people.
2 My brother had an accident last week. He's all right, but the car is a ....
3 I thought the concert was a real .... I was very disappointed.
4 It wasn't a happy marriage, but I don't know exactly what caused the ....
5 Long .... are expected on the motorway after the violent storms.
6 I spent over £50,000 in the end, but the initial .... was about £10,000.

Remember to test yourself

4 I can use a range of collocations

A Collocations relating to fire

Collocation is the common combination of particular words with each other. These are some common collocations with **fire** and **flames**.

*Two boys **set fire to** the school.*	= made it start burning.
*These buildings **catch fire** easily.*	= start to burn.
*The **fire broke out** in the kitchen.*	= the fire started.
*The building is **on fire**.*	= burning.
*The **fire spread** to the first floor.*	= the fire moved and covered a larger area.
*The plane **burst into flames**.*	= suddenly began burning strongly.
*The cottage **went up in flames**.*	= was destroyed by fire.
*The **fire/flames** soon **died down**.*	= the fire/flames became weak.
*They managed to **put out the fire**.*	= stop the fire burning. SYN **extinguish the fire** FML.
*We get a lot of **forest fires** here.*	= fires that occur in forests during hot summer months.
*I **lit a fire** this morning.*	= started a fire for a purpose (e.g. in a fireplace or garden).
*The **fire went out** last night.*	= the fire stopped burning.

1 Complete the sentences in different ways.

1 A fire can ► break out / ________ ________ / ________ / ________ ________ .

2 A person can ________ / ________ ________ a fire.

3 A building can ________ fire / be on ________ / ________ into flames / ________ ________ in flames.

spotlight Collocation

Notice how the verbs above collocate with other nouns.
*Suddenly the **lights went out**.*
***Put** that **cigarette out**, please.*
*A **fight broke out** between the gangs.*
*The little girl **burst into tears**.*
*This **disease** could **spread** easily.*
*The **noise** soon **died down**.*

2 Complete the text.

A large warehouse near the river (1) ________ fire early this morning. The fire brigade was called when a fire (2) ________ out on the ground floor, but the fire quickly (3) ________ to the upper floors, and the timber roof just (4) ________ into flames. Within minutes, the whole building was (5) ________ fire. By this afternoon firemen had managed to (6) ________ it ________, but the damage has been considerable. The exact cause has not been established, but several boys were seen (7) ________ fire to some wooden boxes near the warehouse entrance.

3 Complete the sentences.

1 We lit the fire last night but unfortunately it had ________ ________ by this morning.

2 I shall wait for the noise to ________ ________ before I start speaking.

3 There was a loud bang and all the lights ________ ________ .

4 How can you ask a smoker to ________ their cigarette ________ without being rude?

5 The fight ________ ________ after the football match.

6 She ________ ________ tears when I told her about the accident.

7 They get awful ________ fires in the south of France during the summer.

8 The government has taken measures to stop the disease from ________ .

4 ABOUT YOUR LANGUAGE Translate the sentences about fire into your own language. How similar are they?

Remember to test yourself

B Adjective + noun

Example	Meaning
We had ***torrential rain*** *last night.*	very heavy rain.
They are predicting ***gale-force winds*** *tonight.*	very strong winds.
I had ***considerable difficulty*** *getting here.*	a lot of difficulty. SYN **great difficulty**.
The storms caused ***extensive damage****.*	a lot of damage. SYN **widespread damage**.
He speaks with a ***strong accent****.*	a very noticeable accent. OPP **slight accent**.
It was a ***great honour*** *to meet the president.*	an action or occasion that creates a feeling of pride.
We made a ***real effort*** *to finish it on time.*	a big effort. SYNS **special/concerted effort**.
My ***main concern*** *is the effect of the drugs.*	biggest worry. SYN **principal concern** (also **growing concern** = an increasing concern).
It's nice to see a ***familiar face****.*	a person who you recognize and know.
Could you give us a ***brief summary****?*	a short statement giving the main points of sth.
It was a ***classic example*** *of his stupidity.*	a very typical example of sth. SYN **perfect example**.
I had to face ***strong criticism*** *over this issue.*	a lot of disapproval from others. SYN **fierce criticism** (also **widespread criticism**).
The place was in ***utter chaos*** *when I arrived.*	a state of complete confusion. SYN **total chaos**.
The children had a ***narrow escape****.*	= they were lucky to get away safely.

5 Replace the underlined adjective with a different adjective which keeps the same meaning.

1 I had great difficulty with it. ....
2 What's your main concern? ....
3 Was there extensive damage? ....
4 Why is there strong criticism? ....
5 It'll be total chaos. ....
6 It's a perfect example of his writing. ....

6 Complete the dialogues.

1 Were you proud to meet her? ~ Yes, it was a great ....
2 Did you know anyone at the event? ~ Yes, there were one or two familiar ....
3 Can you give us the details? ~ No, but I'll give you a brief ....
4 Did you try hard enough? ~ Yes, everyone made a real ....
5 Many people disapprove of it. ~ Yes, there's been widespread ....
6 Did they know what to do? ~ No, it was utter ....
7 Does she still sound very foreign? ~ Yes, she has quite a strong ....
8 The car missed me by inches. ~ So, you had a very narrow ....

7 Complete the text.

(1) .... rain and (2) .... winds have caused (3) .... chaos on many roads. The emergency services have had (4) .... difficulty clearing some of the roads, and have been out all night in a (5) .... effort to help stranded motorists. The Highways Agency has said their (6) .... concern now is to clear the roads of abandoned cars. It is feared that local villages will also have suffered (7) .... damage, and there is already (8) .... criticism of the authorities.

Remember to test yourself

C Collocation in text

Notice how collocation (verb + noun, verb + adjective, adjective + noun, etc.) forms such an important part of a typical passage of English.

Neighbours refuse to mend fences

WHEN BARRY HUNT put a three-metre wire fence round his garden, neighbour Adam Clark thought it was **a real eyesore**, and asked him to remove it. Mr Hunt **took offence** and **made it clear that** he would **do no such thing**. One year on, the two men still haven't **reached agreement**, and now **face the prospect** of having to **settle their dispute** in court. 'It's absurd,' said Mr Clark. 'He **holds me entirely responsible** and refuses to **take** any of **the blame**. The sad truth is, we've **reached the point** where neither of us will **back down**.'

spotlight ***entirely***

Entirely means 'completely' and is often used with these words: ***entirely different***; ***entirely responsible***; ***agree entirely***.
Not entirely is used to soften what you are saying and is often used with these words: *I'm **not entirely sure/happy/satisfied***.

Glossary

a real eyesore	a building or object that is very unpleasant to look at.
take offence (at sth)	show you are angry or upset about sth, or feeling insulted by it.
make it clear (that)	say sth to make sb understand a situation.
do no such thing	refuse to do the thing you have been asked to do.
reach (an) agreement	successfully arrive at an agreement (**reach a conclusion/compromise/verdict**).
face the prospect (of/that . . .)	recognize the possibility that sth may happen.
settle a dispute	end an argument between people (**settle an argument**).
hold sb responsible (for sth)	think that sb should be blamed for sth.
take the blame (for sth)	accept responsibility for sth.
reach the point (where/when)	arrive at a time or stage at which sth happens.
back down	stop asking for sth, or stop saying you will do sth.

8 Cross out the word that doesn't follow the underlined word.

1	You can reach:	a) an agreement	b) a compromise	c) a conversation
2	You can settle:	a) a discussion	b) an argument	c) a dispute
3	You can take:	a) offence	b) the blame	c) enjoyment
4	Entirely:	a) different	b) similar	c) responsible
5	Not entirely:	a) sad	b) satisfied	c) sure

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9 Complete the sentences with a suitable word in each space.

1. Stella thinks the new cinema is a real .... and I .... agree; it's very ugly.
2. He .... me completely responsible, but I refuse to .... all the blame.
3. It wasn't my fault and I .... that very clear to my boss.
4. How are you going to .... this dispute if no one is prepared to .... down?
5. We've tried to get him to agree to it, but he'll do no ....
6. He feels we've .... the point where we must decide, but I'm not .... sure.
7. If we lose our first few opening games, we face the .... of a difficult season.
8. I'm afraid he took .... at something I said, so now we'll never .... agreement.

5 I can use a dictionary productively

Dictionaries include a wide range of information that will help you to expand your vocabulary, and use words more effectively when you speak and write.

Dictionary entries*	Important information
reflect O-π /rɪ'flekt/ verb **1** [VN] [usually passive] **~ sb/sth (in sth)** to show the image of sb/sth on the surface of sth such as a mirror, water or glass: *His face was reflected in the mirror.* **4 ~ (on/upon sth)** to think carefully and deeply about sth: [V] *Before I decide I need time to reflect.* ◇ *She was left to reflect on the implications of her decision.*	• The key (O-π) tells you that **reflect** is in the Oxford 3000 and is an important word. • The numbers tell you that **reflect** has different meanings. • The information in bold tells you that **reflect** can be followed by different prepositions.
count O-π /kaʊnt/ verb ▸ SAY NUMBERS **1** [V] **~ (from sth) (to/up to sth)** to say numbers in the correct order: *Billy can't count yet.* ◇ *She can count up to 10 in Italian.* ▸ FIND TOTAL **2 ~ (sth)(up)** to calculate the total number of people, things, etc. in a particular group: [VN] *The diet is based on counting calories.* ◇ [V **wh-**] *She began to count up how many guests they had to invite.* ▸ INCLUDE **3** [VN] to include sb/sth when you calculate a total: *We have invited 50 people,* ***not counting*** *the children.*	• The words in blue give a general idea of the different meanings of **count**.
absorb O-π /əb'sɔ:b/ verb [VN] ▸ LIQUID/GAS **1** to take in a liquid, gas or other substance from the surface or space around: *Plants absorb oxygen.* ◇ *This cream is easily* ***absorbed into*** *the skin.* ▸ INFORMATION **3** to take sth into the mind and learn or understand it SYN TAKE IN: *It's a lot of information to absorb all at once.*	• Dictionaries often provide synonyms (**take in** is a synonym for one meaning of **absorb**) and opposites: these help you expand your vocabulary.
favour O-π /'feɪvə(r)/ noun ▸ HELP **1** [C] a thing that you do to help sb: *Could you* ***do me a favour*** *and pick up Sam from school today?* ◇ *Can I* ***ask a favour****?* ◇ *I'm going* ***as a favour*** *to Ann, not because I want to.* ◇ *I'll ask Steve to take it.* ***He owes me a favour.***	• The phrases in bold show common phrasal structures and/or collocations; they will help you to use **favour** naturally in different contexts.
propose O-π /prə'pəʊz/ verb ▸ SUGGEST PLAN **1** (*formal*) to suggest a plan, an idea, etc. for people to think about and decide on: [VN] *The government proposed changes to the voting system.* ◇ [VN **that**] ***It was proposed that*** *the president be elected for a period of two years.* ◇ [V **-ing**] *He proposed changing the name of the company.*	• **propose** is a *formal* word and more common in written English. • It is followed by a noun, a ***that*** clause, or an ***-ing*** form, so you cannot say: ~~He proposed us to go~~.
circumstance O-π /'sɜ:kəmstəns/ noun **1** [C, usually pl.] the conditions and facts that are connected with and affect a situation, an event or an action: *The company reserves the right to cancel this agreement in certain circumstances.* ◇ *changing social and political circumstances*	• **circumstance** is usually used in the plural (**circumstances**).
VOCABULARY BUILDING **actions expressing emotions** (see table below)	• The *Oxford Advanced Learner's Dictionary* has a number of features to increase your vocabulary or help you choose the right word in different situations. This list of actions is included beside the entry for *body*.

action	part of the body	you are . . .
hang	head	ashamed
lick	lips	anticipating sth good, nervous
nod	head	agreeing
raise	eyebrows	inquiring, surprised
shrug	shoulders	doubtful, indifferent
stamp	foot	angry

* These are adapted extracts from the *Oxford Advanced Learner's Dictionary*.

Remember to test yourself

1 Complete the sentences with the correct verb, and use the numbers in the dictionary entries to say which meaning is being used.

► There were about twelve on the bus, not counting (3) the teachers.
1 I think she'll have to go away and .... on what we've said to her.
2 There's no liquid at the bottom because the sponge .... all the juice.
3 From the list, I .... fifteen who still haven't replied to the invitation.
4 There was too much information to .... in one session; I couldn't take it all in.
5 In this game, you close your eyes and .... up to 50, while we all hide.
6 He was standing behind me, but I could see his face .... in the water.

2 Complete the collocations.

1 She just looked at me and .... her shoulders.
2 I'm sure Bob will do it. He .... me a favour.
3 When I told him, he just .... an eyebrow in mild surprise.
4 I only went to the party as a .... to Anne.
5 He .... his head, so I assume he agreed.
6 You can change the date in certain ....
7 The little boy .... his foot in anger.

3 Cross out the grammar mistake in each sentence and write the correction at the end.

1 We could see our faces reflected on the water. ....
2 She proposed to leave the children behind. ....
3 You can take dogs into shops in certain circumstance. ....
4 There were ten people there, no counting the two of us. ....
5 He proposed us to take the car. ....
6 I'll need to reflect in what he said. ....

4 Use the *Oxford Advanced Learner's Dictionary* to complete these sentences. You will find the answers in the full dictionary entries for the words shown on page 20.

1 Complete the collocation in this sentence with a word that can also mean 'consider':
I .... ***myself*** *lucky to have a job that I really enjoy.*
2 Complete the idiom in this sentence with the correct prepositions:
I'm .... ***favour*** .... *equal pay.*
3 Complete the idiom in this sentence:
Under the .... *, I would prefer not to say anything.*
4 Complete the idiom in this sentence:
The whole incident .... ***badly on everyone*** *involved.*

5 ABOUT YOUR DICTIONARY Look up the meaning of these adjectives and the preposition which normally follows each one. Then, write a sentence example for each.

conducive .... example: ....
fraught .... example: ....
devoid .... example: ....
immune .... example: ....

Remember to test yourself

6 I can **build word families**

A Making one word from another

By learning words that are part of the same word family, you can often increase your vocabulary quickly and easily. For example, you will already know the words in the left-hand column below, but do you know the related forms with similar meanings?

Word	Example of related word	Meaning of related word
mistake N	*I **mistook her for** a friend.*	**mistake sb/sth for sb/sth** wrongly think that sb/sth is sb/sth else.
excellent ADJ	*The university **excels at/in** sciences.*	be very good at sth.
final ADJ	*I haven't **finalized** my plans.*	complete the last part of a plan/an arrangement.
point N	*The exercise was completely **pointless**.*	having no purpose.
follow V	*Chelsea have a large **following** in Asia.*	a group of supporters.
house N	*We need more family **housing**.*	buildings for people to live in.
heart N	*It was a **heartless** thing to say.*	showing no kindness or consideration. SYN **cruel**.
handle V	*The situation needs careful **handling**.*	the way sb deals with sth/sb.
emotion N	*Cancer is a very **emotive** subject.*	causing people to have strong emotions.
apologize V	*It's his fault and he's very **apologetic**.*	showing you are sorry.
forgive V	*His behaviour was **unforgivable**.*	so bad it cannot be forgiven. SYN **inexcusable**.
describe V	*The pain in my arm was **indescribable**.*	so extreme it is impossible to describe.
notice V	*The scar on his face is quite **noticeable**.*	easily noticed.
include V	*Bed and breakfast is £80, **fully inclusive**.*	(of a price or cost) including everything.
compare V	*This year's figures look good. Are there **comparable** figures for last year?*	similar; able to be compared.
reputation N	*It's a very **reputable** company, so you should be OK.*	having a good reputation; known to be good.
furniture N	*Are they going to **furnish** the flats? ~ One is **fully furnished** already; the other will be **unfurnished**.*	**furnish sth** put furniture in a place. **furnished** containing furniture. OPP **unfurnished**.
event N	*I hear you had a very **eventful** trip in China.*	full of interesting or important things that happen. OPP **uneventful**.
explain V	*His behaviour was **inexplicable**.*	that cannot be explained.
recognize V	*There is a growing **recognition** that we can't go on polluting the atmosphere.*	acceptance that sth is true or legal.

spotlight **Different related forms**

There may be several related forms with different meanings.
*I thought the meeting was very **worthwhile*** (= important, interesting, etc.)
*The necklace is **worthless**.* (= without value) *He's a **worthy** champion.* (= one who deserved to win)

Remember to test yourself

1 Circle the correct word.

1 The company is very *reputative / reputable*, so I'm sure you can rely on it.
2 You get flights, accommodation, and food; it's fully *included / inclusive*.
3 I don't know why the brakes failed; it's *unexplainable / inexplicable*.
4 We're amateurs and they're professionals, so we're not *comparable / comparative*.
5 The way he treated Jan was *inexcusable / unexcusable*.
6 Nothing much happened; it was rather an *eventless / uneventful* evening.
7 The delay was his fault, but he wasn't very *apologizing / apologetic* about it.
8 The whole thing was *undescribable / indescribable*.

2 Rewrite the sentences using the correct form of the word in capitals. The meaning must stay the same.

1 They have a great reputation for sport. EXCEL ……
2 I think he deserved to win. WORTHY ……
3 Nothing much happened at the party. EVENT ……
4 The flat hasn't got any furniture. FURNISH ……
5 The trip was a waste of time. POINT ……
6 It's an interesting vase but it has no value. WORTH ……
7 A lot of people support the movement. FOLLOWING ……
8 People are increasingly aware of its value. RECOGNIZE ……

3 Complete the dialogues with a suitable word.

1 Are there enough homes? ~ No, we need more …… .
2 Can you still see the marks? ~ Yes, they're quite …… .
3 Was she sorry? ~ Yes, she was very …… .
4 Is that £65 for everything? ~ Yes, it's fully …… .
5 Her behaviour was dreadful. ~ Yes, absolutely …… .
6 Was there any reason to do that? ~ No, it was completely …… .
7 Do they have a lot of support here? ~ Oh yes, a massive …… .
8 Do you need to buy furniture? ~ No, it's fully …… .

4 Complete the sentences with a suitable word.

1 Jan and Brad still have to …… the arrangements for the wedding reception.
2 It's a very good school and they …… at languages.
3 Capital punishment is a very …… issue; people have strong feelings about it.
4 I was impressed with the police; their …… of the situation was just right.
5 He never listens to anyone, so it's …… giving him advice.
6 I walked off with someone else's coat; I …… it for my own.
7 Flats in big cities are expensive in England. A …… flat in Spain would cost less.
8 Stephen's remarks were very cruel. How could he be so …… ?

5 ABOUT YOUR COUNTRY. Write answers to the questions or ask another student.

1 If you rent a flat, is it usually furnished or unfurnished? ……
2 Which football team has the largest following? ……
3 Do hotels usually give a fully inclusive price for a room and breakfast? ……
4 Is housing a particular problem in any part of the country? ……
5 Are prices generally comparable with other countries nearby, or are they very different?
……

Remember to test yourself

B Saying things another way

If you know different parts of a word family, you can express ideas in different ways. Notice the words in bold which go together, e.g. **keep yourself occupied**.

How does she **occupy** her time? ~ She **keeps herself occupied** with work.
Did he **confess to** the robbery? ~ Yes, he eventually **made a confession**.
He won't **commit himself**, will he? ~ No, he just can't **make a commitment**.
What's the **origin of** the disease? ~ Nobody knows where it **originated**.
Did he **assure** you it would be OK? ~ Yes, he **gave** us his full **assurance**.
Should we try to **simplify** things? ~ Yes, we need a **simplification of** the rules.
Was he **abused** when he was young? ~ Yes, he **suffered** physical **abuse** as a child.
Couldn't you **defend yourself**? ~ No, I was completely **defenceless**.
Are the injuries **severe**? ~ We don't know the **severity of** them yet.
What does the report **indicate**? ~ Well, it **gives** some **indication of** progress.

Glossary

occupy sth	fill or use a space, area, or amount of time. **occupied** ADJ.
confess (to sth)	admit formally that you have done sth wrong or illegal. **confession** N.
commit yourself	promise to do sth that requires time and loyalty. **commitment** N.
origin	the cause of sth, or the place where it starts to exist. **originate** V.
assure sb (that / of sth)	tell sb that sth is definitely true or definitely going to happen. **assurance** N.
simplify sth	make sth easier to do or understand. **simplification** N.
abuse sb	treat sb in a cruel or violent way, often sexually. **abuse** N.
defend sb/yourself	protect sb or yourself. **defenceless** ADJ.
severe	extremely bad or serious. **severity** N.
indicate sth	show that sth exists or is likely to be true. **indication** N.

6 Find the missing word in each sentence and show where it goes.

► It was a simplification / the facts. of

1 He needs something to himself occupied. ....
2 When he attacked me, I couldn't defend. ....
3 What's the origin this idea? ....
4 When did he the confession? ....
5 She assured it would be fine. ....
6 He just wasn't able to commit. ....

7 Rewrite the sentences using a related form of the underlined word.

1 What's the <u>origin</u> of this? ....
2 I want a <u>simplification</u> of the procedure. ....
3 A lot of people <u>abuse</u> alcohol. ....
4 Does the research <u>indicate</u> a link? ....
5 He's got to <u>commit</u> himself. ....
6 Did she <u>confess</u>? ....
7 The boy was racially <u>abused</u>. ....
8 I was surprised at how <u>severe</u> the conditions were. ....

8 Test yourself. Cover the answers at the top of the page and look at the questions. Can you ask the questions using a related word form?

Review: Expanding your vocabulary

Unit 1

1 Complete the dialogues using a suitable word that isn't used in the question.

1 You can explain this in different ways, can't you? ~ Yes, it's a bit ______ .
2 Is the meaning obvious? ~ Yes, it's completely ______ .
3 Is this word rather dated now? ~ Yes, it's quite ______ .
4 She gets upset when he mocks her. ~ I know; he shouldn't ______ ______ at her.
5 Is this word quite negative? ~ Yes, dictionaries mark it as ______ .
6 Is that the exact meaning? ~ To be honest, I can't give you a ______ definition.
7 Can I use 'miserable' instead of 'sad'? ~ Yes. In this context, they're ______ .
8 Do they mean the same? ~ Not exactly, but ______ the same. (Don't use *almost* or *nearly*!)

AZ **more words**: *derivative, taboo, dialect, satirical, pun, archaic, overtones*

Unit 2

1 Rewrite the sentences using the words in capitals. Make any necessary changes, but the meaning must remain the same.

1 I suddenly realized who had stolen my mobile. DAWN ______
2 I can't decide what to do about the job. TWO MINDS ______
3 In his haste, he knocked the vase over. FLYING ______
4 She ate some chocolate, which was enough until she was rescued. KEEP ______
5 The laptop's a bargain and includes free software. COME ______
6 Do many people try to avoid paying tax? GET ______
7 You were so kind to do that for me. SWEET ______
8 Changing his job is his least likely option. MIND ______

AZ **more words**: look up these words in a dictionary and see if you can find at least one new meaning for each one, or a new idiom containing the word: *break, settle, pull, stick, hold*

Unit 3

1 Tick the word(s) in italics that are possible. One or two may be possible.

1 He had a panic-stricken *look* ☐ *occasion* ☐ .
2 Look at his worn out *shoes* ☐ *equipment* ☐ .
3 It was an *off-putting* ☐ *single-minded* ☐ remark.
4 We had a long *hold-up* ☐ *dropout* ☐ .
5 The police spoke to the *passer-by* ☐ *next of kin* ☐ .
6 The *car* ☐ *exercise* ☐ was a write-off.
7 It was a terrible *setback* ☐ *break-up* ☐ .
8 Use that *drawing pin* ☐ *paper clip* ☐ in the wall.

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2 **Make compounds using a word on the left with a word on the right. Then use them to complete the sentences below.**

barbed break last nursery open shake turn short absent spare	part out down cut minded minded minute wire rhymes up

1 You need to be more ______ and listen to new ideas.
2 We made a ______ booking on the internet and flew out the following day.
3 She thinks she's too old to listen to ______ .
4 We were a bit late, so I decided to take a ______ . What a silly idea that was!
5 There was an impressive ______ for the meeting – over 100, in fact.
6 I'm a bit worried about my grandmother – she's getting rather ______ .
7 We need a ______ for the coffee machine – I'll order one on the internet.
8 There's been a management ______ so I think things will start looking up soon.
9 If you have car ______ insurance, you can get help very quickly on the road.
10 The ______ is designed to keep the animals in and people out.

A Z **more words**: use your dictionary to find more compound nouns and adjectives starting with these items: *birth* (e.g. *birthplace*), *paper, public, life, short,* and *nail*

Unit 4

1 **One word is missing in each line. What is it, and where does it go?**

TAUNTON HOTEL GOES / IN FLAMES	UP
Firefighters were called out last night to a Taunton hotel which fire	1 ______
at around midnight. It appeared that the fire had broken on the first	2 ______
floor and rapidly throughout the building. Unfortunately it coincided	3 ______
with gale winds which fuelled the flames. Although they had no	4 ______
advance, the guests were able to get out and the hotel manager felt	5 ______
they had had a escape. Firefighters fought the blaze for several	6 ______
hours but eventually put it. This fire comes at a time when	7 ______
there is growing about the health and safety regulations in holiday	8 ______
accommodation; the hotel owners now face the of an enquiry into	9 ______
the causes of the fire, and if they are held, they could face prosecution.	10 ______

2 **Complete the speech with a suitable word.**

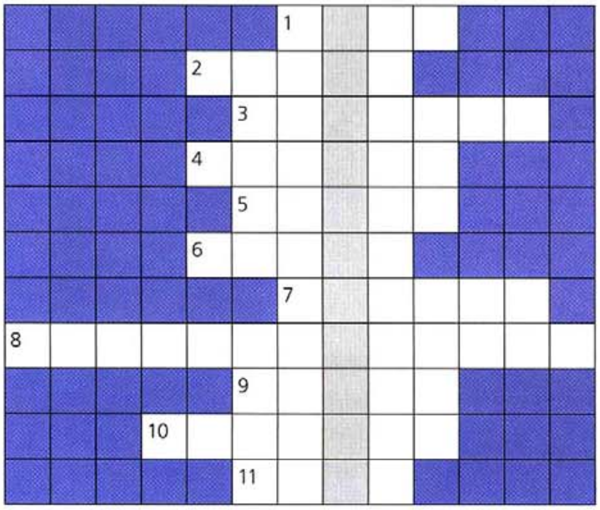
'Over the years, our city has had (1) ______ difficulty in raising the finance to pull down the ugly bus station which is a (2) ______ eyesore, and replace it with something far more attractive and practical. At last, it seems, we have managed to (3) ______ an agreement with the banks, and we are now reaching the (4) ______ where we can start to work on the design in more detail. We know there has been (5) ______ criticism of the initial plans, but I would like to (6) ______ it absolutely clear that our main (7) ______ has always been to find a design which will be acceptable to everyone; to that end we hope we can reach a (8) ______ with all parties involved. It is therefore an (9) ______ that the distinguished architect, A. C. Rally, who

also happens to be a (10) .... face in the city, has agreed to give us a (11) .... summary of his proposed plans. Mr Rally, over to you.'

A Z more collocations: ***extensive*** *research, sounds* ***familiar****,* ***widespread*** *support,* ***settle*** *the bill, face the* ***consequences****,* ***catch*** *sb by surprise*

Unit 5

Complete the crossword. The letters in the grey squares spell a word. What is it?



1 You .... your lips when you are nervous or expect something good to happen.
2 There are fifteen of us, though I didn't .... the babies as they travel free.
3 I need time to .... on this before I make a decision.
4 There was far too much information for me to .... on the spot.
5 You don't seem to care – don't just .... your shoulders and walk away!
6 Children sometimes .... their feet when they're angry or frustrated.
7 I'll ask Sue to give me a lift home; she owes me a .... anyway.
8 You are only allowed to take dictionaries into the exam under certain ....
9 If you .... your eyebrows like that, you look surprised.
10 We .... these changes in the belief that they will be beneficial to everyone.
11 She .... her head in shame.

A Z more words: look at the dictionary entry for a very common word such as *face*, *head*, or *take*.

Note down five or six new collocations, phrases, or phrasal verbs that include your target word.

Unit 6

1 Complete the tables.

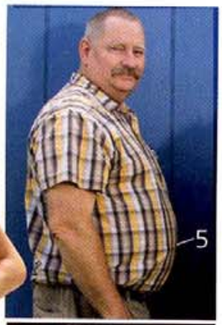
Verb	Adjective
apologize	
occupy	
forgive	
defend	
	final
	excellent

Adjective	Noun
	point
	emotion
	heart
severe	

A Z more words: you will know the following words in bold, but do you know the related forms in brackets? ***authority*** (*authoritarian*, *authoritative*, *unauthorized*); ***escape*** (*escapism*, *inescapable*); ***man*** (*manly*, *mankind*, *unmanned*); ***standard*** (*substandard*, *standardize*)

7 I can **describe the human body**

A Physical features



My niece Keira's so **cute**. She's got **chubby cheeks**[1] and huge blue eyes.
My nephew Tom's got **ginger**[2] hair and **freckles**[3].
My cousin Jessica's wearing a **brace**[4] to **straighten** her teeth.
My sister has a **gorgeous** figure – and she **shows** it **off** at every opportunity.
My uncle's got a **paunch**[5] which really **sticks out**. He needs to lose weight.
Gran**'s getting on for** 80. She's got lots of **wrinkles**[6] and looks a bit **frail.**

Glossary

cute	(of babies, puppies, etc.) pretty and attractive.
chubby	slightly fat, but in an attractive way (**chubby cheeks/fingers**).
gorgeous	INF very beautiful and attractive. SYN **lovely**.
show sth off	show sth you are proud of.
paunch	a fat stomach on a man.
stick out	1 be or push out further than sth else. 2 be noticeable.
be getting on for sth	be nearly a particular age, time, or number.
frail	(especially of an old person) physically weak and thin. **frailty** N. (A person who is **doddery** walks slowly and shakily because they are frail.)

spotlight Suffix *-en*

We add **-en** to some adjectives to form verbs: *straight**en**, loos**en**, tight**en**, weak**en***; and occasionally to some nouns: *length**en**, strength**en***.

1 Find six more pairs of words in the box and explain the connection.

> babies ✓ frail paunch doddery freckles stomach hair
> chubby brace cute ✓ skin ginger teeth fat

▶ **Babies** are often described as **cute**.

....
....
....

2 Complete the sentences.

1 My daughter wants to go out and .... her new clothes to her friends.
2 My mum's .... 50, but still has a .... figure.
3 Most babies seem to have a round face and chubby ....
4 I don't like my hair curly: I want to .... it.
5 He's got big ears that .... and make him look rather funny.
6 There's a picture of the two kittens asleep on a chair. They look very ....

Remember to test yourself

B The body and clothes

Dress FOR YOUR shape

The key to dressing for your body shape is to **enhance** your best **features** and **discreetly conceal** the not-so-good ones.

Here are a few **guidelines**.

- Wearing dark colours or vertical **stripes**[1] will **create the illusion** of being slimmer.
- For women, high heels are **flattering** because they **exaggerate** the length of the legs.
- If you are pear-shaped (narrow shoulders and broad **hips**[2]), jeans that sit below the waist are flattering, as they **draw attention to** the waistline and make the bottom look smaller.
- For women with broad shoulders and narrow hips, a V-neck dress **draws attention** down and in, and away from the shoulders and arms.

Glossary

the key to sth	the thing that makes you able to understand or achieve sth. SYN **the secret of sth.**
enhance sth	increase or improve the quality, value, or status of sth.
feature	a part of sb's face or body.
discreetly	in a way that others will not notice. **discreet** ADJ. OPP **indiscreet.**
conceal sth	FML hide sth.
guidelines	information that can help you, e.g. to make a decision.
create an illusion	make sth which is false appear true.
flattering	making sb look more attractive. OPP **unflattering.**
exaggerate sth	make sth seem bigger, better, worse, or more important than it really is. **exaggeration** N.

spotlight **Expressions with *attention***

*He **drew** my **attention to** the mistakes.* = He made me see the mistakes.
***Attract** the waiter's **attention**.* = Do sth to make the waiter notice you.
*He never **pays attention to** me.* = He never listens to or considers what I say.

3 Circle the correct word(s).

1. If you create an illusion, you make something appear true / false.
2. Guidelines usually stop you doing something / help you.
3. If you enhance something, it's positive / negative.
4. If you attract someone's attention, they like / notice you.
5. If you exaggerate something, you make it seem more / less important than it really is.
6. If you do things in a discreet way, people usually notice / don't notice.
7. If you wear something that is flattering, it makes you look worse / better.
8. If you conceal something, others can / can't see it.

4 Complete the sentences with a suitable word from above.

1. If you don't ________ attention, you won't learn anything.
2. Those trousers are very ________: they make her look fat.
3. The right clothes can show off your best ________, e.g. long legs or a slim waist.
4. I don't look good in jeans: my waist is quite small but I've got broad ________ .
5. Clothes with vertical ________ tend to make you look slimmer.
6. The ________ to her success is good looks, not talent!
7. He wears a hat because he doesn't want to ________ attention to the fact he's bald.
8. To say he's the best-looking man in the world is a bit of an ________ !

Remember to test yourself

8 I can talk about body language

A Reading the signs

BODY LANGUAGE can be very informative, but if you **jump to conclusions** when you interpret a particular **gesture**, you may **misinterpret** what it means. For example, people who look away to avoid **eye contact** may **not necessarily** be lying: they could just be very shy. To understand body language, therefore, we need to **observe** a **combination** of behaviour that a person **displays**. With lying, for example, **look out** for any or all of these:

- avoidance of eye contact
- **going red**
- **biting fingernails**[1]
- **sweating** a lot
- **excessive** hand gestures.

Glossary

jump to conclusions	make a decision about sth too quickly, before you have thought about all the facts. SYN **leap to conclusions.**
gesture	a body movement you make to show a particular meaning.
misinterpret sth	If you **misinterpret sth**, you understand it wrongly.
eye contact	the action or moment of looking into another person's eyes.
not necessarily	used to say that sth is possibly true but is not always true.
observe sth	FML see or notice sth; an **observant** person is good at noticing things. **observation** N.
combination	a mix of two or more things. **combine** V.
display sth	show signs of sth, often a quality or a feeling. **display** N.
look out for sth/sb	look and try to see or find sth/sb.
go red	become red in the face, often when you're angry or embarrassed.
sweat	If you **sweat**, water appears on the surface of your skin because you are hot. SYN **perspire** FML. (The related nouns are **sweat** and **perspiration**.)
excessive	more than is reasonable or necessary. **excess** N. **exceed** V.

1 Good or bad? Write G or B.

1. He sweats a great deal. ______
2. She goes red all the time. ______
3. She has strong powers of observation. ______
4. She never bites her fingernails. ______
5. She's covered in perspiration. ______
6. He always leaps to conclusions. ______
7. He can't make eye contact with me. ______
8. The cost didn't exceed his ability to pay. ______

2 Complete the sentences with a suitable word.

1. You should stop and think before ______ to conclusions.
2. The teacher said she'd ______ ______ for more articles on body language.
3. My brother is very ______ : he always notices people's body language.
4. Even when he's very angry, he doesn't ______ any sign of emotion.
5. It's easy to ______ someone's body language if you don't know them very well.
6. If you *go red*, does it mean you're angry? ~ No, ______ ______ .
7. I use hand ______ a lot, but I hope they're not ______ .
8. The increase in the number of students is the result of a ______ of different factors.

Remember to test yourself

B Interpreting gestures

Here are some common interpretations of gestures, although **bear in mind** the danger of **making generalizations about** body language (as stated on the previous page).

A **clenched fist**[1] shows anger; **folded arms**[2] may **imply stubbornness.**

People who **lean towards**[3] each other are displaying an interest in each other.

Women who **fancy** someone often **fiddle with** their hair; men **stroke** an earlobe. Women lift their heads to show more of their neck when they're **flirting.**

Glossary

bear sth in mind	remember to consider sth.
make generalizations about sth	make general statements about sth that may only be based on a few examples. **generalize** v.
imply sth	suggest that you feel or think sth without saying so directly. **implication** N.
stubbornness	a determination not to change your opinion or attitude. SYN **obstinacy.** (The related adjectives are **stubborn** and **obstinate.**)
fancy sb	INF be attracted to sb.
fiddle with sth	keep moving or touching sth with your hands.
stroke sth	move your hand or fingers gently over the surface of sth.
flirt (with sb)	behave towards sb as if you find them sexually attractive, but not in a serious way.

3 Cross out the wrong word.

1 make / do generalizations
2 a clenched hand / fist
3 stroke / fancy someone's arm
4 fold your arms / legs
5 fiddle with / on something
6 flirt with someone / something

4 Complete the words in each sentence.

1 He didn't actually say I was being rude, but that was the i________ .
2 Both girls like Conrad, and they're always f________ with him.
3 She l________ towards him and whispered in his ear. I think she f________ him.
4 If my dad decides something, he won't change his mind; he's very s________ /o________ .
5 When a man talks to a woman and strokes his ear, it i________ that he fancies her. But bear in m________ that it is very dangerous to g________ about body language.
6 Girls often f________ with their hair when they fancy someone, or they're bored.

5 ABOUT YOU Write your answers or ask another student.

Do you do any of these things? If so, what do you think they often mean?

- stroke your ear, chin, or the back of your head? ________
- fiddle with your hair, jewellery, or watch strap? ________
- fold your arms or cross your legs? ________
- clench your fist or bite your nails? ________

Remember to test yourself

9 I can **describe physical movement**

A Walking and running

Word	Example	Meaning
creep	*I **crept** up the stairs, so that I wouldn't wake anyone.*	move slowly and quietly so you are not seen or heard (also **tiptoe** = walk on your toes so you are not heard).
stroll	*We **strolled** along the beach.*	walk casually for pleasure.
limp	*He **limped** quite badly after his accident.*	walk slowly and with difficulty because one leg or foot is injured.
stagger	*Despite his injury, he **staggered** to the nearest house and phoned for help.*	walk with difficulty, being almost unable to stand up.
hike	*They **hiked** across the countryside.*	walk long distances in the country.
march	*The soldiers **marched** for over 20 kms.*	walk with stiff regular steps.
chase sb/sth	*Police **chased** the man for miles.*	run, drive, etc. after sb/sth to catch them.
dash	*I **dashed** across the road for the bus.*	run quickly and suddenly.
gallop	*The horse **galloped** across the field.*	(of a horse or rider) run quickly.
charge	*An angry section of the crowd **charged** towards the security men.*	move quickly in a particular direction, often to attack sb/sth.

1 Correct the underlined verb in the sentences.

1. He obviously had a bad leg; he was hiking. ....
2. The man was clearly drunk, but managed to gallop home after the party. ....
3. The car appeared suddenly, so I had to stroll across the road. ....
4. I got nervous as the horse crept towards me. ....
5. My dog loves to charge rabbits. ....
6. The victorious army tiptoed into town. ....
7. I limped to the door when the alarm went off. ....
8. I marched upstairs, so he wouldn't know I was there. ....

spotlight **Verbs and nouns**

Many of the verbs above are also used as nouns. The words in bold below are often used with them.

*We decided to **go for** a **stroll**.*
*He had a **pronounced limp**.*
*I **went for** a ten-mile **hike**.*
*He **made** a **dash for** the door.*
*The horse **broke into** a **gallop**.*
*Who **led the charge**?*
*The film has a high-speed **car chase**.*

2 Rewrite the sentences using the underlined verbs as nouns. Make any other changes that are necessary.

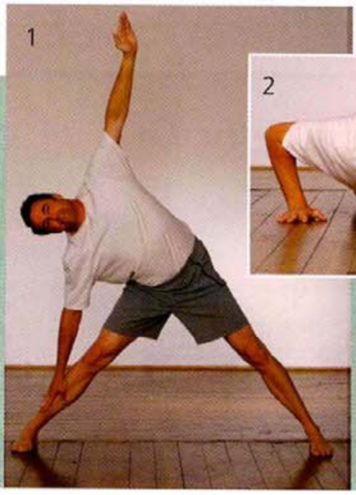
▶ We hiked across the valley. / We went for a hike across the valley.
1. He limped badly. / He ....
2. It was raining, so we dashed for cover. / It was raining, so we ....
3. They strolled along the beach. / They ....
4. The horses soon started galloping. / The horses soon ....
5. Who was at the front when they charged? / Who .... ?
6. Did you see the car chasing the other one? / Did you see .... ?

Remember to test yourself

B Physical exercise

My 20-minute **workout**

I'm not as **supple** or **agile** as I used to be, and I was beginning to feel quite **stiff** and **sluggish** first thing in the morning, so I asked a friend to **devise** a workout routine for me. First I **loosen up** with some **stretching**[1] and **bending**, then I go on to something more **strenuous**. I don't like **press-ups**[2] – I find them **relentless**, and I also have a **recurrent** elbow problem. I prefer to **alternate between** jogging and **sprinting** because I enjoy the **constant** change of activity.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2

Glossary

workout	a period of physical exercise you do to keep fit. **work out** V.
supple	able to bend and move parts of your body easily.
agile	able to move quickly and easily. **agility** N.
stiff	feeling some pain and unable to move easily. **stiffness** N.
sluggish	moving slowly, below your normal activity level. **sluggishness** N.
devise sth	invent a method or plan of doing sth. SYN **think sth up.**
loosen up	do physical activities to prepare the muscles for exercise. SYN **warm up.**
bend	lean over at the waist (also **bend** your **knee**, **elbow**, etc.).
strenuous	needing effort and energy. SYN **arduous.**
relentless	A thing that is **relentless** never seems to stop or get any easier.
recurrent	happening or appearing again and again. **recur** V.
alternate between A and B	do A, then B, then do A again, and so on.
sprint	run a short distance very fast.

3 Circle the correct word(s). Sometimes both are correct.

1 I slept badly, so I feel a bit stiff / sluggish today.
2 Stretch / Bend your knees and touch your toes.
3 Gymnasts always look so supple / agile.
4 I recur / alternate between swimming and cycling.
5 My brother thought up / devised this new training method last year.
6 The garage is in relentless / constant use.
7 Lifting weights is quite strenuous / arduous.
8 I have this recurrent / constant back problem, but I'm fine at the moment.

spotlight **Expressions with *constant***

Constant means happening all the time or a lot of the time. It is commonly used with particular nouns.
*There were **constant interruptions**.*
*The phone is in **constant use**.*
*His wife needs **constant attention**.*
*They live in **constant fear**.*

4 Complete the sentences with a suitable word or phrase.

1 I couldn't do any work because of the ________ interruptions.
2 For breakfast I usually ________ between cereal and toast.
3 It's important to ________ ________ first before you do any strenuous exercise.
4 My brother used to do 50 ________-________ every day.
5 I could ________ when I was younger but I can't run very fast now.
6 They've been burgled three times and now live in constant ________ .

Remember to test yourself

10 I can describe sounds

A A sound story

It was a dark and stormy night; I shut my eyes . . .

The windows **rattled** in the wind and there was a distant **rumble** of thunder. Trees **rustled** and big raindrops **splashed onto** the windows.

Then someone **beeped** their horn and a car stopped with a **screech** of brakes. Someone **slammed** the car door **shut** . . . footsteps **squelched** through the mud . . . a floorboard on the stairs **creaked** . . . and there was a **high-pitched** scream – from me!

Glossary

rattle	make or cause sth to make short, loud sounds. **rattle** N.
rumble	a long, deep sound or series of sounds. **rumble** V.
rustle	make or cause sth to make a noise like paper, leaves, etc. rubbing together. **rustle** N.
splash on/ onto sth	(of a liquid) fall onto sth in large drops and make it wet. **splash** N.
beep	If a car horn **beeps** it makes a short high or loud sound. **beep** N.
screech	a loud, high, unpleasant sound. **screech** V.
slam sth (shut)	shut sth with a lot of force so that it makes a loud noise.
squelch	make a wet, sucking sound, e.g. when you walk through mud.
creak	make the sound that an old door or floor makes. **creak** N.
high-pitched	(of sounds) very high in the register of sound. OPP **low-pitched**.

spotlight Ergative verbs

Ergative verbs, e.g. *slam, splash, rattle, rustle, beep,* can be used in a transitive and intransitive way, with the object in the transitive structure (e.g. *the door*) being the subject in the intransitive structure.
Marta ***slammed*** *the door.*
The door ***slammed****.*

1 Complete the sentences with a word describing the sound you might hear.

► A badly played violin, tyres, and brakes can all make a screeching noise.
1 Computers, reversing lorries, and cameras all make a ________ sound.
2 Bottles in a bag, stones in a box, and old cars can make a ________ noise.
3 Feet walking through muddy fields make a ________ noise.
4 You can ________ the lid of a box, a fridge door, or a gate.
5 An old staircase and a bedroom door may ________ .
6 A mobile phone ring tone, a whistle, and a child screaming make a high-________ sound.
7 Newspapers or autumn leaves make a ________ noise.
8 Distant traffic, gunfire, or thunder can make a ________ noise.

2 Complete the text with a suitable word.

I share an office with two colleagues and it's really hard to work with the constant noise. One of them sits on a wooden chair that (1) ________ every time he moves; the other is constantly (2) ________ bits of paper as he works. Plus he has a mobile phone which is always (3) ________ . Across the corridor, there's a man who has a very (4) ________-pitched voice and he always seems to be (5) ________ at his secretary, poor woman. He's extremely bad-tempered and can't even leave his office without (6) ________ the door. It drives me mad. To make matters worse, there's a constant low (7) ________ of traffic outside, and as our windows don't fit properly, they (8) ________ when it's windy. I think I'm in the wrong job.

Remember to test yourself

B Animal sounds, human behaviour

Words describing animal sounds are often used figuratively to describe human behaviour.

Animal + sound	Meaning	Human behaviour
dogs **bark**	make a short loud sound.	*My boss's* ***bark is worse than his bite.*** INF = He's not really as angry or aggressive as he sounds.
wolves howl	make a long loud cry.	*He was* ***howling in pain.*** = crying loudly with pain. *The audience* ***howled with laughter.*** = laughed loudly.
dogs **growl**	make a deep, angry sound.	*'What are you doing here?' he* ***growled.*** = said in a low, angry voice. SYN **snarl**.
bees buzz	make a continuous low sound.	*After the meeting, my head was* ***buzzing*** *for hours.* = I was thinking about it continuously. *I was* ***buzzing about*** *all day.* = moving around continuously from place to place.
lions **roar**	make a very loud deep sound.	*There was* ***a*** *huge* ***roar*** *when Drogba scored.* = a huge noise from the crowd. *We* ***roared with laughter.*** = laughed loudly.
mice **squeak**	make a short high but not loud sound.	*'I've won the cup!' she* ***squeaked*** *down the phone.* = spoke in a high-pitched, excited voice. **squeaky** ADJ.
cocks crow	make repeated loud sounds especially in the morning.	*He was* ***crowing about*** *his victory all night.* = talking too proudly about. SYN **boast** (**about sth**).
owls hoot	make a long 'oo' sound.	*She* ***hooted*** *at me.* = sounded her car horn. *There were* ***hoots of derision*** *from the audience.* = loud cries suggesting sb is stupid.

3 Write the correct animal for each noise.

▶ dogs roar lions roar
1 ~~cats~~ squeak ....
2 lions hoot ....
3 mice bark ....
4 bees howl ....
5 owls growl ....
6 dogs crow ....
7 wolves buzz ....

4 Positive or negative? Write P or N.

1 We were howling with laughter. ....
2 There were hoots of derision. ....
3 He boasts a lot. ....
4 She was crowing about her results. ....
5 She roared with laughter. ....
6 She growled at me. ....
7 His head's buzzing with ideas. ....
8 He snarled at me. ....

5 Complete the sentences.

1 We were a long way away, but we could hear the .... from the stadium.
2 The tiger was lying there, ... in pain, but we couldn't get nearer to help.
3 Don't worry about Mrs Clarkson – her .... is worse than her ....
4 The speaker had a high-pitched, ... voice which was a bit annoying to listen to.
5 The driver behind .... at me but I just sat waiting for the children to cross the road.
6 Ella was .... about, passing drinks and handing out snacks to the party guests.

Remember to test yourself

11 I can **describe sight**

A Are computers bad for your eyesight?

eyeSIGHT

Many of us spend hours every day working at a computer. As a result, **eye strain**, **discomfort**, and **blurred vision** are common complaints. Most people also **blink** less frequently when they are concentrating, resulting in poor **tear** production and dry, **irritated** eyes. Here's how you can change your computer use and **ease** your discomfort:

- **adjust** your computer screen so that it is 50–65 cm from your eyes, just below eye level
- adjust lighting to **eliminate glare**
- take frequent breaks, blink often to keep your eyes **moist**, and let your eye muscles relax by looking into the distance every 15 minutes.

Glossary

eyesight	the ability to see. SYN **sight**. (You may **have good/ poor eyesight**.)
eye strain	a slight pain in your eyes, e.g. from reading a lot.
discomfort	a feeling of slight pain.
blurred vision	If your **vision** is **blurred** you cannot see clearly.
blink	shut and open your eyes quickly.
tear	a drop of liquid that comes out of your eye when you cry.
irritated	painful, red, or swollen. **irritation** N.
ease sth	make sth less unpleasant or painful. SYN **alleviate sth**.
adjust sth	change sth slightly to make it more suitable. **adjustment** N.
eliminate sth	remove or get rid of sth. **elimination** N.
glare	a bright, unpleasant light. (To **glare at sb** is to look at sb in an angry way.)
moist	slightly wet, often in a way that is useful or pleasant. (**Damp** means slightly wet, often in a way that is unpleasant.)

spotlight *-sighted*

If you are **short-sighted**, you are only able to see things if they are near you. OPP **long-sighted**. A **partially sighted** person can see very little.

1 Circle the correct word(s). Sometimes both words are correct.

1 Did you know that pigs often have really poor sight / eyesight?
2 If you suffer from discomfort / irritation, try to get a better office chair.
3 His eyes are irritated so he keeps blinking / glaring.
4 We are currently trying to eliminate / adjust theft from our offices.
5 These sunglasses are great because they reduce glare / tears.
6 I'm seeing my optician tomorrow because I'm suffering from moist / blurred vision.

2 One word is missing in each line. What is it, and where does it go?

▶ The wood feels ⁄ so you won't be able to burn it. damp
1 Sore, tired, or burning eyes are classic symptoms of eye. ____
2 If your eyes are dry and try using eye drops. ____
3 He must be very because he can't read the dictionary definitions. ____
4 You should get up and walk about to the problem of back pain. ____
5 Make a conscious effort to more often to prevent dry eyes. ____
6 Whenever I make too much noise in the office, my colleague glares me. ____

Remember to test yourself

B A peaceful sight

We stood at the top of the hill for ages, **gazing at** the **breathtaking** view below. In the distance, the port was **barely visible** through the early morning **haze**, but we could just **make out** the island. As we drove back down, I **caught a glimpse of** a waterfall and asked Marcello to stop. Suddenly, a deer **came into view**, and then we **spotted** two of her young. They **stood** completely **still**, **eyeing** us **warily**, then ran off and **vanished into thin air**.

Glossary

gaze at sth	look at sth for a long time because you are interested in it or are thinking about sth else. **gaze** N.
breathtaking	very impressive. SYN **spectacular**.
barely	only with great difficulty or effort. SYN **only just**.
visible	A thing that is **visible** can be seen. OPP **invisible**.
haze	smoke, dust, or mist in the air which is hard to see through. **hazy** ADJ.
make sth/sb out	see, hear, or understand sth/sb with difficulty.
come into view/sight	appear. OPP **disappear from view/sight**.
stand still	stand without moving (also **keep/stay/sit still**).
eye sb/sth	look at sb/sth carefully or because you are suspicious of them/it.
warily	carefully, because you think there may be danger or a problem.
vanish into thin air	disappear suddenly or in a way you cannot explain.

spotlight Ways of seeing

To **catch a glimpse of sth/sb** or **glimpse sth** means to see them for a very short time and not clearly or completely. To **catch sight of sb/sth** means to see them suddenly, often when you have been hoping to see them. To **spot sb/sth** means to see them suddenly, especially when they are hard to see.

*We **caught a glimpse of** the actress as she left the theatre.*

*She **caught sight of** her cousin in the crowd.*

*I **spotted** several mistakes in my work before I handed it in.*

3 Tick the words which are possible. More than one word may be possible.

1 She spotted him through the *haze* ☐ *hazy* ☐ *gaze* ☐ of cigarette smoke.
2 The scenery was absolutely *visible* ☐ *spectacular* ☐ *breathtaking* ☐.
3 After an hour's wait, we finally *caught sight of* ☐ *spotted* ☐ *eyed* ☐ the rare bird.
4 Could you please *stand* ☐ *wait* ☐ *keep* ☐ still?
5 We could *warily* ☐ *only just* ☐ *barely* ☐ see the church in the distance.
6 The Grand Palace finally *came into* ☐ *disappeared from* ☐ *caught* ☐ sight.

4 Rewrite the sentences using the word in capitals. The meaning must stay the same.

▶ He sat without moving while I drew him. STILL *He sat still while I drew him.*
1 I was only just able to see the boat on the horizon. MAKE ....
2 As I turned the corner, I suddenly saw the house. CAME ....
3 Those stars can't be seen without a telescope. INVISIBLE ....
4 We could barely see the trees through the fog. ONLY ....
5 She looked at me very suspiciously. EYE ....
6 The thief left the building and disappeared from view. AIR ....
7 I saw the thief as he ran out of the building. GLIMPSE ....
8 We watched the boat until eventually it vanished. SIGHT ....

Remember to test yourself

12 I can **describe touch, smell, and taste**

A Touching

A Simple Face **Massage**

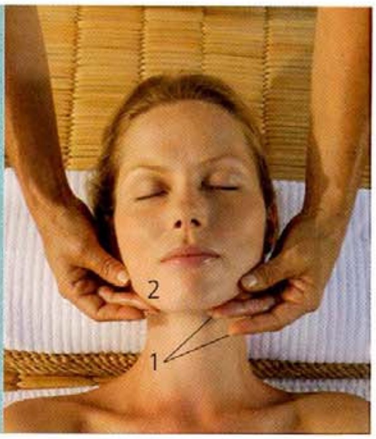
1 Start by **gently stroking** the whole face. With both hands, work up the neck, across the cheeks, **sliding steadily** up and over the forehead. **Apply** gentle **pressure** to the temples.

2 **Stimulate** the skin by gently **patting** the cheeks, neck, and under the chin.

3 Use your **fingertips**[1] to **lightly pinch** the skin along the line of the **jaw**[2] and under the chin.

4 To **release tension** around the eyes, **firmly squeeze** the eyebrows with your fingertips.

5 Massage the scalp **vigorously** as if shampooing the hair. This involves no risk of harm.



Glossary

massage	*see picture*. **have a massage, massage sb** v.
stroke sth	move your hand over the skin, hair, etc. gently and slowly.
slide	move or make sth move easily over a smooth or wet surface.
apply pressure to sth	press on sth hard with your hand, foot, etc.
stimulate sth	make a part of the body or skin more active.
pat sth	touch sth lightly several times with your hand flat.
pinch sth	hold sth tightly between the thumb and finger.
tension	the feeling you have if your muscles are tight and not relaxed (**release** the tension = allow or cause the muscles to relax).
squeeze sth	press sth firmly with your fingers.

spotlight Adverbs of manner

Gently and **lightly** describe soft, relaxed movements; **firmly** is much stronger. If you move your hands **steadily** you make regular, controlled movements. **Vigorously** means in a very energetic and active way. SYN **energetically**.

Language
مرجع آموزش زبان ایرانیان

1 Are these movements pleasant or unpleasant? Write P or U.

1 She stroked the child's face. ______
2 She rubbed my nose energetically. ______
3 She massaged my scalp gently. ______
4 She applied pressure firmly to my neck. ______
5 She pinched my skin vigorously. ______
6 She released the tension in my back. ______
7 She patted my face lightly. ______
8 She slid her fingertips across my back. ______

2 Complete the sentences.

1 Don't ______ that tube too firmly – the toothpaste will come out all over you.
2 You can use certain products when showering to ______ your skin.
3 She sat staring into the distance, gently ______ the cat.
4 He ______ his hand over the magnificent marble statue.
5 He was nervous, but he concentrated on breathing ______, which calmed him down.
6 My horrible brother used to ______ my arms and legs when our mum wasn't looking.
7 The doctor ______ pressure to the wound to stop the bleeding.
8 Don't use the whole of your fingers for massage, just the ______.

Remember to test yourself

B Smelling and tasting

Pleasant smells/flavours	Meaning
*What a **delicate** flavour/ **fragrance**.*	**delicate** light and pleasant. SYN **subtle**. **fragrance** 1 a pleasant smell. **fragrant** ADJ. 2 a perfume.
*It has a **faint** smell of pear.*	**faint** just possible to smell, see, or hear.
*The book has lots of **appetizing** recipes.*	**appetizing** making you feel hungry. OPP **unappetizing**. (**Lose** your **appetite** = lose your desire for food.)
*The smells from the kitchen were **making my mouth water**.*	**water** If your mouth **waters**, you produce **saliva** (= the liquid produced in the mouth) and you want to eat. **mouth-watering** ADJ.
*The **aroma** of fresh coffee.*	**aroma** a pleasant, distinctive smell.
Less pleasant smells/flavours	
*This soup is **insipid**.*	**insipid** not having much taste. SYN **bland**.
*Garlic has a **pungent** smell.*	**pungent** very strong smelling.
*The house has a **musty odour**.*	**musty** smelling unpleasant or damp; without freshness. SYN **dank**. **odour** a smell, especially an unpleasant one.
*This fish smells **revolting**. I think it's **gone off**.*	**revolting** very unpleasant. SYN **disgusting**. **go off** (of food and drink) go bad and be unfit to eat or drink.
*There was a **nauseating stench** in the basement.*	**nauseating** making you feel you want to vomit. **stench** a strong, very unpleasant smell.

3 Circle the correct word.

1 a nutty fragrance / flavour
2 an appetizing / unappetizing odour
3 a pungent / bland smell of burning rubber
4 the musty / salty smell of old books
5 a delicate aroma / stench
6 it makes your mouth saliva / water
7 a fragrant / nauseating smell of old fish
8 meat without salt is revolting / insipid

spotlight Adjectives ending in -y

Lemony, **fishy**, **woody**, **nutty**, **peppery**, **salty**, **fruity** are often used to describe smells and flavours. The *-y* suffix can mean 'full of something', e.g. *This soup's very **salty***; or it means 'having a flavour/smell similar to sth', e.g. *a **lemony** perfume; cheese with a **nutty** flavour.*

4 Complete the text.

We found a table by the window and looked at the menu. It all looked very (1) a__________ and the smells coming from the kitchen were (2) m__________ . I chose the steamed fish with herbs, which I expected to have quite a (3) d__________ flavour, but when it arrived, it had an unpleasant, almost (4) p__________ smell. I took a mouthful and realized that the fish had actually (5) g__________ __________ ; it tasted absolutely (6) d__________ . The waiter was extremely apologetic, but by this time I had lost my (7) a__________ . I couldn't get the (8) s__________ of that horrid fish out of my mind. My brother's meal, however, was more successful: he had a chicken soup which was delicious, with delicate, (9) s__________ flavours.

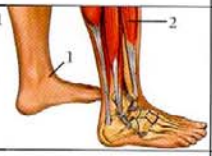
5 ABOUT YOU Write your answers, or ask another student.

What makes *your* mouth water? __________
What's your favourite smell? __________
What food do you find bland or insipid? __________
What odour do you find nauseating or revolting? __________
Is there a dank or musty smell in any buildings you know? __________

Remember to test yourself

13 I can **describe illness and injuries**

A Problems from head to toe

Example	Meaning
*I had an **itchy scalp** until I started using this special shampoo.*	**scalp** the skin covering the part of the head where your hair is. If it **itches** (or is **itchy**), you want to **scratch** it (*see picture*).
*I've got a **splitting headache**.*	a very bad headache.
*I suffer from **hay fever** in the summer.*	an allergy affecting the nose, eyes, and throat, caused by pollen from plants.
*Why does he get **mouth ulcers**?*	small sore areas inside the mouth, usually lasting a few days.
*He **dislocated** his shoulder.*	put a bone out of its normal position.
*That's a **nasty rash** on your arm.*	**rash** an area of red spots on the skin, caused by an illness or a reaction to sth; **nasty** = unpleasant (also a **nasty accident**).
*I had an **upset stomach** this morning.* (or *I had a **stomach upset** . . .*)	a stomach problem causing sickness or **diarrhoea** (= passing waste from the body too often and in liquid form).
*I often get **constipated** on holiday.*	unable to move waste material from the body. **constipation** N.
*My mother's got **high blood pressure**.*	**blood pressure** the pressure of the blood as it moves round the body. (**High** and **low blood pressure** are problem conditions.)
*I **sprained** my **ankle**[1] running. He **pulled a muscle**[2] in training.* 	**sprain sth** injure a part of the body (usually the wrist or ankle) by turning it suddenly. SYN **twist sth**. **pull a muscle** injure a muscle by stretching it too much.
*I've got a **blister** on my **heel** from wearing those new shoes.*	a sore swelling on the surface of the skin (here on the back of the foot) often caused by rubbing or burning.

1 Combine words in the box to form nine common illnesses or injuries.

sprain	high	hay	upset	nasty	dislocated	splitting	itchy
stomach	scalp	blood pressure	mouth	shoulder	fever	headache	
your ankle	rash	ulcer					

....
....
....

2 Complete the sentences with a single word.

1 I've got .... on my hands from working so hard in the garden.
2 I sometimes get a .... on my face if I eat seafood.
3 The .... was caused by something I ate last night.
4 I've got a few mosquito bites and they really ....
5 I took tablets for diarrhoea, then I had the opposite problem. I was ....
6 He .... a muscle in training yesterday.

3 ABOUT YOU Which problems do you think are serious, and how many of them would require a visit to the doctor? Write your answers or ask another student.

Remember to test yourself

B Medicine labels

Tablets must be **dissolved** in water.

This product can cause **lethargy** or **drowsiness**.

For **short-term** use only.

WARNING
DO NOT **EXCEED**
THE STATED **DOSE**

Please read the **enclosed leaflet** before taking these tablets.

Possible **side effects** may include stomach **disorders**.

Discard any remaining solution 60 days after opening the bottle.

If symptoms **persist**, consult your doctor.

Do not use after **expiry date**.

spotlight ***exceed*** **and related forms**

1 do more of sth than is stated in an order or a law.
*Do not **exceed** the **stated dose**.*
*You shouldn't **exceed** the **speed limit**.*

2 be greater than a number, amount, or quality.
*The cost won't **exceed** $5,000.* OR *The cost won't be **in excess of** $5,000.*
*The film **exceeded my expectations**.*
(= it was better than I had expected)

Glossary

dissolve sth (in sth)	mix a solid with a liquid until it becomes part of it. (If sth is **soluble** it can be dissolved, e.g. **soluble aspirin**.)
lethargy	the state of not having any energy to do things. **lethargic** ADJ.
drowsiness	the state of feeling tired and almost asleep. **drowsy** ADJ.
short-term	lasting only a short period, e.g. **a short-term solution**. OPP **long-term**, e.g. **a long-term contract**.
dose (or dosage)	the amount of a medicine that you take at any one time.
enclosed	included inside sth else, usually inside a letter or packet.
leaflet	one or several pages of information about sth.
side effect	an extra and usually bad effect that a drug has on you.
disorder	an illness in a part of the body.
discard sth	get rid of sth you no longer want or need.
persist	continue to exist (used especially about sth unpleasant). **persistent** ADJ.
expiry date	the date after which sth should not be used. **expire** V.

4 True or false? Write T or F.

1 Drugs can have side effects. ______
2 Drowsiness means dying under water. ______
3 You can read a leaflet. ______
4 Lethargy means a lack of energy. ______
5 If something persists, it stops. ______
6 'In excess of 50' is more than 50. ______
7 You can dissolve sugar in water. ______
8 If you feel drowsy, you want to sleep. ______

5 Add a word to complete a common phrase.

1 Don't exceed the stated ______
2 a long-______ solution
3 the expiry ______
4 soluble ______
5 exceed the speed ______
6 common side ______

6 Rewrite the sentences but keep the meaning the same. You only need one word.

1 I don't have any energy.
I feel ______ .
2 He's got something wrong with his stomach.
He's got a stomach ______ .
3 The information is included with this letter.
The information is ______ .
4 It was better than I thought it would be.
It exceeded my ______ .
5 I keep getting headaches.
I've had ______ headaches.
6 They threw away the old newspapers.
They ______ the old newspapers.

Review: The body

Unit 7

1 Match the sentence halves.

1 The baby had chubby
2 His stomach sticks
3 He wouldn't pay
4 When she walks she swings her
5 He's got freckles all over his
6 He eats far too much; he's got a
7 I followed the
8 He's got a ginger

a attention.
b hips.
c paunch.
d beard.
e guidelines.
f out.
g face.
h cheeks.

2 One word is incorrect in each sentence. Cross it out and write the correct word at the end.

► Fashion experts always recommend that you ~~pull~~ off your best features. show
1 The teacher attracted my attention to several errors in my essay. ______
2 Light-coloured walls in a room make an illusion of space. ______
3 As a child, I had to wear a brace for a year to loosen my teeth. ______
4 Unfortunately, tight shirts only enhance the size of his paunch. ______
5 I'm not sure of her exact age but she must be going on for ninety. ______
6 Vertical stripes can be unflattering, making you look slimmer. ______
7 I wish I knew the key for success in life. ______
8 Vertical stripes on sleeves can cover the fact that you have plump arms. ______

A Z **more words:** *stocky, lanky, gaunt, stooped, rugged features, ruddy cheeks*

Unit 8

1 Complete the dialogue.

A I had an embarrassing time last night; I was in a bar and this guy thought I was (1) f______ with him.
B And why was that?
A Well, he must have thought I (2) f______ him for some reason.
B Why? Were you staring at him or (3) f______ with your hair, or something?
A Well I was actually looking at the people behind him, but I guess he thought I was trying to make eye (4) c______ with him. Basically he just jumped to the wrong (5) c______ . Anyway, he came over and started chatting, and he was (6) l______ towards me, a bit too close, actually. And I realized I was being quite defensive because I noticed that my arms were (7) f______ across my chest, and I was just (8) g______ redder and redder with embarrassment.
B Well, maybe he just (9) m______ the signals you were giving off. Did you get rid of him?
A Well, no … in the end we got talking and I realized he was really nice, so I think I might see him again.

A Z **more words:** *wink, frown, twitch, pout, grimace, wriggle*

Unit 9

1 Write a logical answer.

1 Why might someone have a pronounced limp? ______
2 What would make a horse gallop? ______
3 Why might you go for a stroll? ______
4 Why might you creep downstairs? ______
5 Is it good to have constant interruptions at work? ______
6 If work is relentless, is it enjoyable? ______
7 On a long walk, why might you alternate between walking and running? ______
8 What should you do if you feel stiff? ______

AZ **more words:** *stumble*, *trudge*, *shuffle*, *meander*, *get a* **move** *on*, *stampede*

Unit 10

1 Complete the sound story from the unit.

It was a dark and stormy night; I shut my eyes . . .

1 the wind r______ the windows
2 thunder r______ in the distance
3 the trees r______ in the wind
4 I heard the rain s______ on to the windows
5 a horn b______
6 there was a s______ of brakes
7 a car door was s______ shut
8 footsteps s______ through the mud
9 there was a c______ noise on the stairs
10 there was a high-p______ scream – from me!

2 Match the things/animals with the correct noise in the box.

1 lions ______
2 floorboards ______
3 wolves ______
4 windows ______
5 car brakes ______
6 dogs ______
7 bees ______
8 doors ______

slam	howl
rattle	buzz
roar	bark
creak	screech

AZ **more words:** *hiss*, *grunt*, *whine*, *squeal*, *shriek*, *yap*, *purr*

Unit 11

1 There is one spelling mistake in each sentence. Find the mistake and correct it.

1 It was so dark when we left that I could barily see. ______
2 You get breathmaking views from the top of the hill. ______
3 I think she's been suffering from blured vision. ______
4 They were eyeing us wearily, so they obviously didn't trust us. ______
5 There were teals running down her cheeks. ______
6 I noticed that she was blinting a lot; perhaps she was nervous. ______
7 We stood and gazed at the view; it was spectactular. ______
8 I've got some drops to alleriate the pain. ______

AZ **more words:** *squint*, *peer*, *scan*, *conspicuous*, *bleary-eyed*, *distinct*

Unit 12

1 Put these words into the correct columns below.

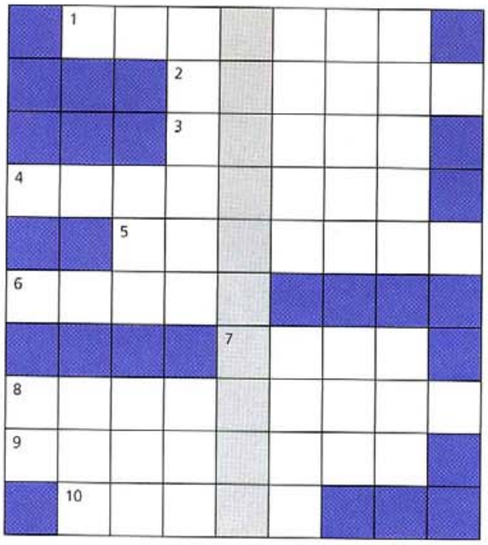
tap stench fragrance vigorous bland squeeze aroma insipid
musty stroke slide pungent pinch peppery

TOUCH	SMELL	TASTE

AZ more words: *slap, nudge, feel around for sth, poke, tickle, flick, scrape*

Unit 13

1 Complete the crossword. The letters in the grey squares spell out a phrase. What is it?



1 Some drugs can give you side .... you don't expect.
2 We guarantee that the rise will not be in .... of 3 per cent.
3 I had a terrible headache and an .... stomach yesterday.
4 He .... his ankle walking in the mountains.
5 Go and see your doctor if the symptoms .... for more than two days.
6 If your skin feels .... , avoid scratching it if possible.
7 Take care not to exceed the .... stated on the packet.
8 Some medicine can make you feel drowsy or ....
9 Her skin is very soft, so she easily gets .... on her fingers when playing tennis.
10 I have a mouth .... – it's really sore.

2 Cross out any words which are not possible.

1 The *long-term / short-term / soluble* answer to this problem is to have an operation.
2 I had a *persistent / twisted / splitting* headache this morning.
3 What is the correct *dose / dosage / side effect* for this medicine?
4 She exceeded *the speed limit / the expiry date / all my expectations*.
5 I have *constipated / an itchy scalp / a nasty rash*.
6 *A rash / Drowsiness / Lethargy* indicates a lack of energy.

AZ more words: *dandruff, bowels, gums, runny nose, lump, cramp*

14 I can **discuss aspects of character**

A Personal qualities

Online dating: find your dream partner

Katarina's profile:

I'm a **spontaneous**, **happy-go-lucky** sort of person, but I'm pretty **down-to-earth** too. My friends say I'm a real **chatterbox** but maybe that's because I'm truly **passionate** about people, ideas, life, etc. I'll **give** anything **a go**, **within reason**!

Katarina describes her ideal match:

I'm drawn to men who are **considerate** and happy to show **affection**. A guy with **integrity**, and NOT **pretentious**. As you can imagine, I think **spontaneity** is a positive **attribute** – I love things to be a bit unpredictable.

Glossary

spontaneous	acting in an open and natural way, without worrying about what you say or do. **spontaneity** N.
happy-go-lucky	not caring or worrying about the future.
down-to-earth	sensible and realistic in things you say or think.
chatterbox	INF a person who talks a lot. **chatty** ADJ.
passionate	very enthusiastic or interested in sth. **passion (for sth)** N.
give sth a go	be prepared to try sth. SYN **have a go**, **give sth a try**.
within reason	according to what is practical, possible, or sensible.
be drawn to sth/sb	be attracted to sb/sth.
considerate	always thinking about other people's wishes and feelings. SYN **thoughtful**. OPP **inconsiderate**.
affection	the feeling of liking or caring about sth/sb. **affectionate** ADJ.
integrity	the quality of being honest and having strong moral principles.
pretentious	trying to appear important, intelligent, etc. to impress others.
attribute	a quality or feature of sb/sth.

1 Correct the mistakes.

► I've never been drawn ~~by~~ people just because they're affectionate. to

1 My cousin's a very lucky-go-happy person. ______

2 You can wear what you like to school, with reason. ______

3 I'd love to have a go for skydiving. ______

4 She's very kind and inconsiderate; she's always helping people. ______

5 My father had a lifelong passionate for classical music. ______

6 She's good fun but she's a real chatty! ______

7 He's a great boss – really down-the-earth. ______

2 Complete the sentences.

1 Integrity is usually considered to be a positive ______ .

2 Marisa was very cold and strict with her children and showed them little ______ .

3 If you want to try skiing, why don't you just give it a ______ ?

4 She's always using foreign words when she speaks – I just find that very ______ .

5 He loves to do things without any planning – he's very ______ .

6 I've never trusted Morgan; he's got no principles. He lacks ______ .

B Character in a work context

A **What did you make of** the two candidates for the job?

B I thought Joe Pascoe was **a real character** – **quick-witted**, and **shrewd**.

A Shrewd, yes, and I'd say pretty **ruthless** too. But I didn't **take to** him personally. I thought he **came across as** rather **pushy** and a bit **conceited**. Catherine actually **struck me as** being more suitable for this job.

B She certainly seemed very **conscientious** and **trustworthy**, but I wonder whether she's got the necessary **charisma**, or whether she's **assertive** enough for this role.

A Maybe not. But she's not the kind of person who'd **get up people's noses**, which Joe might.

Glossary

What do you make of sb/sth?	= What's your impression of sb/sth?
character	INF An interesting or unusual person can be called **a character** (or **a real character**).
quick-witted	able to think quickly; intelligent.
shrewd	good at judging people and situations. SYN **astute**.
ruthless	determined to get what you want and not caring about others.
take to sb/sth	start liking sb/sth.
come across (as)	make a particular impression.
pushy	INF trying hard to get what you want, especially in a rude manner.
conceited	DISAPPROVING thinking you are very important, clever, etc.
strike sb (as sth)	give sb a particular impression.
conscientious	taking care to do things carefully and correctly.
trustworthy	able to be relied on as good, honest, etc.
charisma	a quality that makes other people like you and be attracted to you. **charismatic** ADJ.
assertive	behaving confidently so that people take notice of what you say.
get up sb's nose	INF annoy sb very much.

3 Positive or negative? Write P or N.

1 She gets up my nose. ______
2 He's pretty trustworthy. ______
3 She strikes me as shrewd. ______
4 He's very quick-witted. ______
5 He comes across as quite pushy. ______
6 She's pretty ruthless. ______
7 He's a real character. ______
8 He's not very astute. ______
9 I'd say she was conscientious. ______
10 She's very charismatic. ______

4 Complete the text.

There's a new guy living next door to us and I didn't know what to (1) m__________ of him at first. He wasn't very friendly and he walked about as if he was 'Mr-Know-It-All', so he (2) s__________ me as rather (3) c__________. I just didn't (4) t__________ to him at all. He took my parking space several times, which really got up my (5) n__________. So, last night, I decided to be (6) a__________ and challenge him about it. He was fine and apologized! I was really quite surprised.

5 ABOUT YOU Complete the questions, then write your answers or ask another student.

1 Do you consider yourself to be c__nsc__nt__s? ______________
2 How __ss__rt__v__ are you if things don't go your way? ______________
3 Do you think you're shr__d with money? ______________
4 Do you have the capacity to be r__thl__ss if necessary? ______________
5 How tr__stw__rthy do you consider yourself to be? ______________

Remember to test yourself

C Judging character

HOW SOMEONE appears **on the surface** may not be a true picture of what they're really like. A person who seems **aloof** and **stand-offish** may just be shy and **diffident**. As they say: **don't judge a book by its cover**. Other personality **traits** can be **misleading**; a bad quality in one context may be a **virtue** in another, e.g. being **cunning**, or **impulsive**, or **naive**. Then there are qualities considered to be negative, but is it always wrong to be cruel or **cynical**? Remember the saying: sometimes you have to **be cruel to be kind**.

Don't judge a book by its cover

Glossary

on the surface when not looked at or thought about carefully.

aloof not friendly towards others. SYNS **distant**, **stand-offish** INF.

diffident not confident; not wanting to talk about yourself. SYN **shy**.

don't judge a book by its cover SAYING don't form an opinion of sth/sb by their appearance only.

trait a feature of sb's character.

misleading giving the wrong idea or impression. SYN **deceptive**. **mislead sb** V. SYN **deceive sb**.

virtue a good or desirable quality. OPP **vice**. **virtuous** ADJ.

cunning able to do things by being clever, but not always honest. SYN **crafty**.

impulsive doing things quickly, without thinking about the results. SYNS **impetuous**, **rash**.

naive lacking experience of life, and trusting others too easily. **naivety** N.

be cruel to be kind SAYING make sb suffer because it will be good for them later.

spotlight *cynical, sceptical*

If you are **cynical**, you believe people do things for themselves rather than for unselfish reasons. **cynicism** N.
If you are **sceptical about sth**, you are not confident that it is true or will happen. **scepticism** N.
*My brother is very **cynical** about politicians and their motives.* *I'm very **sceptical about** the results of this survey.*

6 Replace the underlined word with another word that has a similar meaning.

1 Don't be deceived by her sweet smile; she's really tough. ________
2 I don't know why he's so aloof, but he certainly isn't very friendly. ________
3 Simon is usually rather shy in company. ________
4 Jumping off that wall was such an impetuous thing to do. ________
5 You have to keep an eye on Will because he's very crafty. ________
6 His charm is misleading because he can be ruthless if necessary. ________

7 Complete the sentences with a suitable word.

1 Most people believe that honesty is a ________ and jealousy is a ________ .
2 He told me he'd win the race but I'm a bit ________ . I don't think he's good enough.
3 He says he loves her. I'm a bit ________ ; I think he just wants her money.
4 I felt bad not giving my dog any food when he was ill, but you have to be ________ to be kind.
5 On the ________ she seemed quite cold, but you can't judge a book by its ________ .
6 Cynicism is one of his less appealing character ________ .
7 Ella's problem is ________ ; she trusts people too easily and then gets hurt.

Remember to test yourself

15 I can talk about feelings

A Strong feelings and reactions

Word/Phrase	Example	Meaning
ecstatic	*I was* ***ecstatic*** *about my new job.*	very happy. SYNS **euphoric**, **elated**, **over the moon** INF.
jubilant	*The* ***jubilant*** *fans were cheering as they left the stadium.*	feeling extremely happy because of a success.
in tears	*She was* ***in tears*** *by the time we got to the hospital.*	crying (**close to tears** = nearly crying).
devastated	*I was* ***devastated*** *when she left me.*	very upset. SYN **heartbroken**.
lose your temper **hit the roof** INF	*He completely* ***lost his temper****.* *He'll* ***hit the roof*** *when he sees it.*	become very angry. SYN **go mad** INF.
gutted INF	*I was* ***gutted*** *when we lost the match.*	very disappointed.
hysterical	*When the little girl collapsed, her mother became* ***hysterical****.* *The kids at the party were* ***hysterical****.*	being in a state of extreme distress or excitement and crying, laughing, or shouting, etc.
stunned	*I was* ***stunned*** *when they gave me the prize.*	shocked and surprised. SYN **gobsmacked** INF.
appalled	*I was* ***appalled*** *by the conditions they had to live in.*	shocked because sth is very unpleasant. SYN **horrified**.

1 Are these positive or negative? Write P or N.

1 ecstatic ______
2 gutted ______
3 horrified ______
4 jubilant ______
5 euphoric ______
6 appalled ______
7 elated ______
8 desperate ______

spotlight ***desperate*** **and related forms**

Desperate means extremely anxious.
Without food or money, Karen was ***desperate****.*
Jumping into the freezing water was an act of ***sheer*** (= absolute) ***desperation*** N.
He was ***desperately unhappy*** ADV
(= extremely unhappy).

2 Find six phrases in the box.

lose	over	desperately	close	unhappy	hit	your temper	mad
go	to tears	the roof	the moon				

______ ______ ______
______ ______ ______

3 Complete the dialogues by repeating what the speaker says in a different way.

1 I should think she was gobsmacked.~ She was – absolutely ______ .
2 Did he get very angry?~ Yes, I'm afraid he lost ______ .
3 Had he given up hope of being rescued?~ Yes. It was an act of ______ .
4 Was he terribly upset?~ Yes, he was absolutely ______ .
5 He must've gone mad.~ He did. He hit ______ .
6 I bet they were over the moon.~ Yes, they were absolutely ______ .
7 She was really emotional, wasn't she?~ Yes, she was in ______ .
8 Were the children overexcited?~ Yes, they were ______ .

Remember to test yourself

B Expressing your emotions

ARE YOU the kind of person who **bottles up their emotions**? Or do you **wear your heart on your sleeve**? As a journalist, I'm aware that if you **disclose** too much about yourself, you could make yourself rather **vulnerable**. And if I'm honest, as a man I feel a bit **uneasy** when people **pour out** their **innermost thoughts** to me. My own **instinct** is to be quite **guarded** and not **give away** too much about how I feel. On the other hand, psychologists say it's unhealthy to **suppress your feelings**. It can lead to severe anxiety and depression if you don't learn how to release your **pent-up** emotions. •

spotlight **Other expressions with *heart***

I started a business degree, but ***my heart wasn't*** *really* ***in it***. (= I wasn't interested in or enthusiastic about it.)
I didn't have the heart to *tell her she'd failed.* (= I was unable to tell her that she'd failed, because I knew she'd be upset.)
My heart told me *to help him.* (= Emotionally, I felt I should help him.)

Glossary

bottle sth up	stop yourself showing negative emotions or feelings, especially over a long time (**bottle up your emotions**).
wear your heart on your sleeve	make your feelings obvious to others.
disclose sth (to sb)	give sb information about sth, especially sth that has been secret. SYN **reveal sth.** (Related nouns are **disclosure** and **revelation**.)
vulnerable	weak and easily hurt, physically or emotionally.
uneasy	slightly nervous, embarrassed, or worried. SYN **uncomfortable**.
pour sth out	express all your feelings, often because you are unhappy.
innermost thoughts	the thoughts which are most personal and private.
instinct	a way of behaving that results from responses you were born with rather than responses you have learned. **instinctive** ADJ.
guarded	careful not to give too much information. SYN **cautious**.
give sth away	tell people secret information.
suppress your feelings	stop yourself from having or expressing feelings.
pent-up	(of emotions, energy, etc.) held back; not shown or expressed.

4 Replace the underlined word(s) with a word that has a similar meaning.

1 I felt <u>uncomfortable</u> when he talked about his marriage problems. ________
2 He wouldn't <u>disclose</u> information if he thought it was secret. ________
3 I think it's dangerous to <u>bottle up</u> your feelings. ________
4 It's a difficult time for him and he's very <u>weak and easily hurt</u>. ________
5 She's a bit <u>cautious</u> if you ask about her private life. ________
6 He's happy to tell anyone his <u>most personal and private</u> thoughts. ________

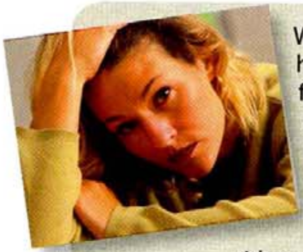
5 Complete the sentences.

1 I knew he would be upset and I'm afraid I didn't have the ________ to tell him.
2 She took part in the dancing competition, but you could tell her heart ________ ________ ________.
3 The wedding date was meant to be a secret, but I'm afraid he ________ it ________.
4 Maxine's problem is that she wears her heart ________ ________ ________, whereas Gavin's the opposite: he has all these ________ emotions which he can't express.
5 I should consider this more carefully, but my ________ says it's the right thing to do.

Remember to test yourself

16 I can **talk about relationships**

A Difficult relationships



When I married Vince, he already had two daughters from his first marriage, and they **took an instant dislike to** me. They **resented** me being in their home, and either ignored me or were openly **hostile**. The neighbours didn't help either – nice enough **to my face** but not so **complimentary behind my back**. It was a **tough** time, and **inevitably** it **put a strain on** my relationship with Vince. Fortunately, he **stuck up for me** when the kids were difficult, and **as time went by**, things **settled down** a bit. Now, two years on . . .

Glossary

take an instant dislike to sb dislike sb as soon as you meet them.
resent sth feel anger about sth, often when it seems unfair. **resentment** N.
hostile unfriendly and aggressive. **hostility** N.
to sb's face If you say sth **to sb's face**, you say it to them directly.
complimentary (about sb) saying nice things about sb. (You can also **compliment sb on sth** or **pay sb a compliment**.)
behind sb's back If you say or do sth **behind sb's back**, you say or do it without their knowledge, and usually it is bad or unkind.
inevitably used for saying that sth is certain to happen. **inevitable** ADJ.
put a strain on sb/sth create pressure and anxiety for sb; create tension in a relationship.
stick up for sb support and defend sb if they are criticized.
as time went by over a period of time.
settle down become calmer and more relaxed.

1 Positive or negative? Write P or N.

1 She was full of resentment. ______
2 He was very complimentary. ______
3 She did it behind my back. ______
4 She can stick up for herself. ______
5 He was hostile. ______
6 Things have settled down. ______

2 Complete the words in the text.

Martin had been a top designer, and his boss had always been very (1) c______ about his work. It was, therefore, a nasty shock when he was made redundant. Martin (2) r______ the fact that he was chosen because he was the youngest, but he was even more shocked by his wife's (3) h______. She blamed Martin for not (4) s______ up for himself, and this fact, on top of the loss of his income, (5) i______ put a big (6) s______ on their relationship. They would need to make some (7) t______ decisions about the future.

spotlight ***tough***

Tough has different meanings.
1 difficult: *It's a **tough** decision. He had a **tough** childhood.*
2 strict: ***tough** new driving laws.*
3 able to deal with difficult situations: *She'll be OK – she's **tough**.*

3 Complete the sentences.

ABOUT YOU

1 Have you ever taken an ______ dislike to someone? Why? ______
2 When did you last have to stick ______ for yourself? Why? ______
3 When did you last pay someone a ______? What for? ______
4 Do you find it difficult to criticize people to their ______? ______
5 Do you think your life is getting better as time ______ by? ______

4 ABOUT YOU Write your answers to Exercise 3, or ask another student.

Remember to test yourself

B Successful relationships

Now, two years on, **things** are **looking up**. **Initially** the kids were **reluctant** to **accept** me and **made things difficult**, but I gave up work to spend more time with them, and that's helped to create a closer **bond**. I've **gained** their **respect** in other ways, too – they're prepared to **confide in** me now, especially the younger one. Vince and I still have our **ups and downs** – who doesn't? – but I know he **appreciates** the **sacrifices** I've **made**, and **the way things are** now, I'm feeling optimistic.

Glossary

things USU. PL used to talk about a situation or life in general (e.g. **the way things are**; **make things difficult**; **how are things?**).

look up INF (used about sb's situation or business) start to become better.

initially in the beginning. **initial** ADJ.

reluctant not wanting to do sth. SYN **unwilling**. **reluctance** N.

bond a connection between people based on shared feelings or experiences.

respect (for sb) a feeling of admiration for sb because of their qualities. (You can **gain**, **earn**, or **win sb's respect**.) **respect** V.

confide in sb tell sb personal information because you trust them.

ups and downs a mixture of good and bad things in life or a relationship.

appreciate sth recognize sth and welcome it. **appreciation** N.

make a sacrifice give up sth important or valuable in order to do sth that seems more important. **sacrifice sth** V.

spotlight *accept*

Accept has other meanings apart from saying 'yes' to an offer.

1 allow sb to be part of a group:
*They **accepted me** as one of the family.*

2 agree to sth:
*The council has **accepted** the latest proposal.*

3 believe that sth is true:
*He won't **accept that** nothing can be changed.*

4 admit you did sth wrong:
*He **accepts responsibility** for the accident.*

5 Correct the mistake in each sentence.

1 He's fully accepted to our decision. ....
2 She feels she can confide with me. ....
3 I think they all respect for him. ....
4 The initially problem was money. ....
5 I regret his reluctant to go. ....
6 It took time to hold their respect. ....

6 Replace the underlined word/phrase with another word/phrase that has the same meaning.

1 How's life? ....
2 They were very unwilling to leave. ....
3 She recognizes and is grateful for everything you've done. ....
4 In the beginning it was a difficult relationship. ....
5 He is prepared to take responsibility for what happened. ....
6 There is widespread admiration for what he has achieved. ....
7 We've had good times and bad times in our relationship. ....
8 I had a tough time last year but things are improving now. ....
9 I like the situation as it is. ....
10 Because of the special connection parents have with their children, they often give up many important things for them. ...., ...

Remember to test yourself

17 I can **talk about people I admire and loathe**

A Qualities of personal heroes

My **heroine** was Mother Theresa. I admired her **courage**, her **dignity**, and her **humility**. More than anyone, she **inspired** me to devote my life to looking after people.

I used to **idolize** David Beckham. I admired him for his **dedication**, and the fact that when the press **had a go at** him, he never reacted in a negative way.

I really **looked up to** my grandfather. He was a lifeboat captain for 20 years, and showed remarkable **bravery** on many occasions. One day I hope to **follow in his footsteps**.

Glossary	
heroine	Your **heroine** is a woman you admire for her ability or personal qualities (**hero** for a man). SYN **idol**.
courage	the ability to do sth, even though it is dangerous, frightening, or very difficult. **courageous** ADJ. SYNS **bravery** N, **brave** ADJ.
dignity	a calm, controlled manner in a difficult situation. **dignified** ADJ.
humility	the quality of not believing you are better or more important than others. **humble** ADJ.
inspire sb	give sb the enthusiasm and desire to do sth. **inspiration** N. **inspirational** ADJ.
idolize sb	admire or love sb very much. SYN **worship sb**.
dedication	the hard work and effort that sb puts into an activity because they care about it. **dedicate sth/ yourself to sth/sb** V. **dedicated** ADJ.
have a go at sb	INF say unkind things or complain about sb. SYN **criticize sb**.
look up to sb	admire and respect sb, often sb who is older or in a higher position.
follow in sb's footsteps	do the same work or be as successful as sb before you.

1 Complete the sentences with the correct form of the word in CAPITALS.

1 He was so ________ . COURAGE
2 He's a very ________ man. HUMILITY
3 She showed great ________ . BRAVE
4 He's an ________ leader. INSPIRATION
5 She has such ________ . DIGNIFIED
6 I ________ him. IDOL

2 Rewrite the sentences starting with the words given. The meaning must stay the same.

1 I admired my father.	I looked ________ .
2 I want to do the same work as him.	I want to follow ________ .
3 Why did she criticize him?	Why did she have ________ ?
4 He was dedicated to helping the poor.	He dedicated ________ .
5 She inspired me.	She was ________ .
6 Paula worshipped him.	He was ________ .

3 ABOUT YOU Write your answers or ask another student.

Who do you idolize or look up to? Why? ________
Would you like to follow in anyone's footsteps? ________
Do you know anyone who you would describe as:
courageous or dignified or humble or dedicated? ________

Remember to test yourself

B People we loathe and why we hate them

Pop stars who start off as **rebels** or **idealists** with strong moral **principles**. Then, as soon as they become rich and famous, their **values** change completely. What **hypocrites**!

Snobs. You know, people who **look down on** others, and think they're **vulgar**.

I **was bullied** at school, and since then I've always **despised bullies**.

People who spread **malicious gossip** are just **despicable** in my opinion.

Glossary

rebel	a person who opposes people in authority. **rebel** V. **rebellious** ADJ.
idealist	a person who believes the world can be perfect. **idealistic** ADJ.
hypocrite	a person who says they have strong principles but does not act according to these principles. **hypocrisy** N. **hypocritical** ADJ.
snob	a person who thinks they are better than people in lower social classes.
look down on sb	think that you are better than sb.
vulgar	not polite, elegant, or having good taste. SYNS **coarse, crude**.
be bullied	be hurt or frightened by sb who is bigger and stronger (the person who does the **bullying** is a **bully**).
despise sb/sth	hate and have no respect for sb/sth. **despicable** ADJ.
malicious	showing hatred and the desire to hurt people's feelings. **malice** N. SYNS **spiteful** ADJ, **spite** N (e.g. *He did it out of malice/spite.*).
gossip	stories about other people's private lives, which may be unkind or untrue. **gossip** V (also **spread gossip**; the person who does this is **a gossip**).

spotlight *principles* and *values*

Principles (USU. PL) are strong beliefs that influence how you behave; **values** are beliefs about what is right and important in life. The words are almost synonymous but are used in different expressions. *Eating meat is* ***against my principles****. I won't go there* ***on principle****. She has a different* ***set of values****.*

4 Write the related adjective.

1 hypocrite ______
2 rebel ______
3 idealist ______
4 malice ______
5 spite ______
6 despise ______

5 Write a word at the end of the line to describe each of these people.

1 He looks down on other people. He's a ______.
2 She's always talking about others behind their back. She's a ______.
3 She's against anyone in a position of power or authority. She's a ______.
4 He's horrible to anyone he sees as smaller or weaker. He's a ______.
5 She believes everything in the world can be perfect. She's an ______.
6 He tells us it's wrong to swear, then he uses bad language. He's a ______.
7 I'm afraid he's got bad manners and he's very rude. He's ______.

6 ABOUT YOU Write your answers or ask another student.

Being a snob or being a hypocrite – which is worse? ______
Is bullying worse than either of the above? Why/why not? ______
How do you feel about people who spread gossip? ______
Is there anything or anyone that you despise? Why? ______

Remember to test yourself

18 I can **talk about behaviour**

A Influences on behaviour

Why do we behave the way we do? Is it **nature** or **nurture**? According to behavioural psychologist Michael Woods, various factors have an **impact on** our lives.

Parents **play** a crucial **part**; other **role models** are less influential. ....
Peer pressure is a significant factor. ....
Positive **incentives** are effective; **deterrents** aren't. ....
A **broken home** or **deprived** childhood needn't have a **detrimental effect**. ....

Glossary

nature	the basic character of a person: *Violence isn't **in his nature**.*
nurture	the care and attention given to help sb develop. **nurture sb** V.
impact (on sth)	an effect or influence on sth.
play a part (in sth)	be involved and influential in developing sth.
role model	a person you admire and learn from.
peer pressure	the influence on your behaviour of people around you of the same age.
incentive (to do sth)	a thing that encourages you to work harder, do sth, etc.
deterrent	a thing that makes you less likely to do sth. **deter sb** V.
broken home	a family in which the parents are divorced or separated.
deprived	without sufficient food, education, or money. **deprivation** N.
detrimental effect (on sth)	a very negative effect. OPP **beneficial effect**.

1 Find six compound words or phrases in the box.

peer	nature or	play	broken	deprived	a beneficial
home	pressure	childhood	a part	nurture?	effect

....
....

2 Are these positive or negative statements? Write P or N.

1 She was nurtured by her parents. ....
2 He's considered a role model for boys. ....
3 There is a lot of deprivation. ....
4 It had a detrimental effect on me. ....
5 It proved to be a real incentive. ....
6 It was a deterrent to helping others. ....

3 Complete the text.

Dan came from a broken (1) ...., had a fairly (2) .... childhood, and was stealing by the age of 13 because of peer (3) .... He also got into fights, although it wasn't in his (4) .... to be violent. Then he joined a boxing club, which had a real (5) .... on his life. The owner was Dan's first positive role (6) ...., and he played an important (7) .... in changing Dan's attitude to life. Dan is now dedicated to boxing. He could be in the England team at the next Olympics, and that is a real (8) .... for him to train hard.

4 ABOUT YOU Do you agree with the statements at the top of the page? Write your answers or ask another student.

Remember to test yourself

B Teenage behaviour

Getting **messy** teens to **pull their weight**

YOU CAN **go on and on** about the state of your teenager's bedroom, but **nagging** doesn't work. Their room may be untidy and **unappealing**, but it's not **life-threatening**, so why **make a fuss**? Instead, **lay down rules** for the rest of the home which you all share. Explain what you **expect** your teenagers to do, and get them to agree to it. **Set an example** by being tidy yourself, but don't **give in** and clear up their **mess**.

spotlight ***expect***

To **expect sth** can mean to think it is right that sth should happen.
It's not fair to ***expect*** *parents to do everything in the home.*
Most parents ***expect*** *high standards.*
What do/can you expect? is an idiom used for saying you are not surprised by something, even though it is unpleasant or disappointing.
Teenagers are often lazy around the home, but ***what do you expect?***

Glossary

messy	dirty or untidy. **mess** N (sb can **make a mess**; sth can **be in a mess**).
pull your weight	work as hard as everyone else in a job or activity. SYN **do your fair share**.
go on and on (about sth, at sb)	keep talking (about sth or to sb) in a boring way.
nag	keep complaining about sb's behaviour.
unappealing	not pleasant or attractive. OPP **appealing**.
life-threatening	likely to cause death (here it is being used humorously).
fuss	If you **make a fuss about sth**, you become angry and complain about sth which probably isn't important. SYN **kick up a fuss** INF.
lay down rules	say officially what the rules are.
set an (or a good/bad) example	behave in a way that others may copy.
give in (to sb/sth)	agree to do sth that you don't want to do. SYN **capitulate (to sb/sth)** FML.

5 Use each verb once to complete the expressions.

pull   kick up   set   lay down   do   make

1 .... an example
2 .... a fuss
3 .... a mess
4 .... your weight
5 .... your fair share
6 .... rules

6 Complete the dialogues in a suitable way.

1 A Is he likely to die?
  B No, it's not life-............ .
2 A Do they make a fuss about things?
  B Yes, they go ....
3 A Did you tidy up your room?
  B Yes, because Mum kept ....
4 A Is the room untidy?
  B Yes, it's in ....
5 A Did you agree to do it?
  B Not at first, then I .... / ....
6 A It's not an attractive colour.
  B No, it's very ....

7 ABOUT YOU Write your answers or ask another student.

What do/did your parents expect you to do around the home? ....
Do/Did they set a good example around the home? ....
Do you think you do/did your fair share of the work? ....
Is/Was your bedroom in a mess most of the time? ....

Remember to test yourself

19 I can talk about manners

A Table manners

Dining **etiquette**

In the Philippines, it's **considered good manners** to eat all the food on your plate.

In Afghanistan, wasting food is **frowned upon**, and talking with your mouth full is **viewed as** being **discourteous**.

In China, it's **customary** and **respectful** to pass food to the elderly first. You should never stab **chopsticks**[1] into a bowl of rice and leave them pointing **upwards**: this is **regarded as** extremely **disrespectful**. It can also be **offensive** to remove rice from a bowl with a spoon.

Glossary

etiquette	the formal rules of correct or polite behaviour in society.
manners	(PL) behaviour that is considered polite in a particular society or culture.
frown on/upon sth/sb	(often passive) disapprove of sth/sb.
discourteous	FML having bad manners and not showing respect. OPP **courteous. courtesy** N.
customary	usually done in a particular place or situation. **custom** N.
respectful	showing polite behaviour towards sb/sth. OPP **disrespectful.**
upwards	moving or pointing towards a higher position. OPP **downwards.**
offensive	rude in a way that makes sb upset or annoyed. OPP **inoffensive.**

spotlight ***consider, regard, view, perceive*** FML

These verbs all mean to think about something in a particular way.
They are commonly used in passive constructions like this:
*It is **considered** (**to be**) the correct thing to do.*
*It is **regarded/viewed/perceived as** the correct thing to do.*

1 Correct the spelling mistakes.

1 inoffencive ______
2 curteous ______
3 etikette ______
4 percieve ______
5 downwords ______
6 chopstiks ______

2 Complete the sentences. ABOUT YOUR COUNTRY

1 It is c______ to eat chicken with your fingers when you're at the table. ______
2 Talking with your mouth full is usually f______ upon. ______
3 Parents think it's important for children to have good table m______ . ______
4 Not eating food you are given is generally v______ as discourteous. ______
5 It is c______ very bad manners to eat everything you are given. ______
6 C______ related to the serving of food are the same all over the country. ______
7 It is r______ as r______ to offer food to the elderly first. ______
8 As a guest, it would be o______ to say the host's food was badly cooked. ______
9 It is d______ to start eating before others have been served. ______
10 It is normal e______ to put your knife and fork / chopsticks by the side of your plate/bowl when you have finished eating. ______

3 ABOUT YOUR COUNTRY Are the sentences in Exercise 2 true or false, or does it depend on different factors? Write your answers, or ask another student.

Remember to test yourself

B Polite or impolite?

DAN	Felicity's manners are **impeccable**, aren't they?
BETH	Yes, **exemplary**, but that brother of hers is a bit **cheeky**.
DAN	I'd call him **insolent**, actually, or even **downright** rude.
JO	I don't think Julian will **be put out** if you leave the party early.
JIM	I just don't want to **put my foot in it**, you know. His family are very **upper class**.
JO	Well, you'll just have to **be on your best behaviour**, then!
KAZ	I really **took exception to** Arnold's **remarks**; I thought they were **disgraceful**.
BEN	Yes, I couldn't agree more. They really were **in poor taste**.

Glossary

impeccable	perfect (**impeccable manners/behaviour/service**).
exemplary	FML excellent, and done in a way that others should copy.
cheeky	INF rude, often in an amusing way (often used by adults about children). **cheek** N (**What a cheek!** = How rude!).
insolent	extremely rude and disrespectful. **insolence** N.
downright	used to emphasize sth negative (**downright rude/offensive**).
be put out	be upset or offended. SYN **take offence**.
put your foot in it	INF say sth that offends or upsets sb.
upper class	considered to have the highest social status (also **middle class**, **lower class**, **working class**).
be on your best behaviour	behave in the most polite way you can.
take exception to sth	object strongly to sth and be angry about it.
remark	a few words that give your opinion about sth. SYN **comment**.
disgraceful	very bad or unacceptable. **disgrace** N (**What a disgrace!**).
be in poor/bad taste	be offensive and not at all appropriate.

4 Cross out any words in italics which are not possible. All three may be possible.

1. He was *put out / put his foot in it / on his best behaviour*.
2. She made *a rude / an insolent / a cheeky* remark.
3. What she said was in *poor / bad / cheek* taste.
4. Unfortunately she took *exception / offence / her foot in it*.
5. His behaviour is *impeccable / disgraceful / exemplary*.
6. I thought they were downright *rude / comments / disgrace*.
7. Is he *upper / working / middle* class?
8. What *a cheek / a disgrace / an insolence*!

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5 Complete the texts.

I have a very unusual friend called Erwin who considers himself to be very upper (1) __________ . He is incredibly polite and has exemplary (2) __________ , and I always feel rather uncomfortable with him, because I feel I have to be on my best (3) __________ all the time. I'm very nervous about putting my (4) __________ in it, especially if I go to his place for dinner. If I get there even five minutes late, he seems to be quite (5) __________ out.

I've taken a strong dislike to one of the guys who work for me. He's quite insolent; in fact, I'd say he's (6) __________ rude, actually. The other day he made an offensive (7) __________ about my appearance, which frankly is none of his business, and I really took (8) __________ to it. Calling me 'carrot top' because of my red hair was in very poor (9) __________ , I felt.

Remember to test yourself

Review: You and other people

Unit 14

1 Complete the table.

NOUN	ADJECTIVE
	cynical
	sceptical
affection	
	charismatic

NOUN	ADJECTIVE
	naive
	spontaneous
passion	
virtue	

2 Rewrite the sentences using the word or a form of the word in capitals. Keep the meaning the same.

1 What was your impression of him? MAKE ______
2 I think you ought to have a try. GIVE ______
3 I'll do anything if it's practical and sensible. REASON ______
4 He doesn't believe the figures. SCEPTICAL ______
5 I started liking him after a while. TAKE ______
6 I think he's very bright. STRIKE ______
7 He really annoyed me. NOSE ______
8 He's interesting and rather unusual. CHARACTER ______
9 I haven't thought about it much but it seemed sensible. SURFACE ______
10 Don't base your opinion only on appearance. BOOK ______

AZ **more words:** *bubbly, gullible, taciturn, gregarious, sly, two-faced*

Unit 15

1 Complete each sentence with two words or phrases from the word pool with a similar meaning.

devastated	stunned ✓	suppress	ecstatic	hit the roof	uneasy
cautious	gobsmacked ✓	disclose	went mad	over the moon	guarded
uncomfortable	reveal	bottle up	heartbroken		

► We were stunned / gobsmacked when he suddenly appeared after ten years.
1 The police refused to ______ / ______ the identity of the man arrested.
2 I always feel ______ / ______ in his company; he's just a bit strange.
3 I was ______ / ______ when my boyfriend left me for another woman. It took me months to get over it.
4 Marisa was ______ / ______ about becoming a mother; in fact we were all delighted.
5 Andrea was late for work again and her boss just ______ / ______ . She'd better watch out or she might get the sack.
6 It's never a good idea to ______ / ______ your feelings for too long.

7 The sales figures looked promising, but the boss's response was quite ______________ / ______________ . He never wants to appear too positive.

A Z more words: *distraught, grief-stricken,* ***beside*** *yourself (with sth), go* ***bananas****, dumbfounded, on* ***top*** *of the world*

Unit 16

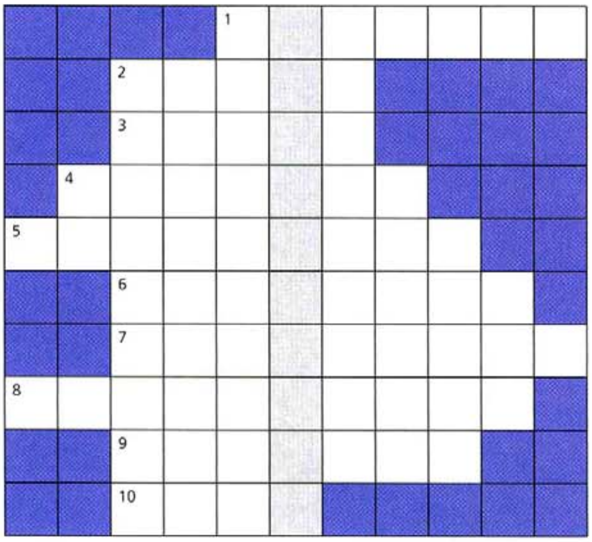
1 One word is missing in each line. Where does it go? Write it at the end of the line.

Starting a new job isn't easy, and you're always going to have some ∧ and	ups
downs. Unfortunately one colleague took an instant to me, which made me	1 ______
very upset. I was sure he was talking about me my back, and even though	2 ______
I did everything to his respect, nevertheless it was a stressful period, and	3 ______
it really put a strain me. After a while, I thought the best thing was to try	4 ______
and in my boss, who explained that the colleague was hostile because	5 ______
he the fact that I had got the position that he had wanted. I had a	6 ______
really decision – whether to talk to him about it directly or not – and	7 ______
in the end I decided to stick for myself and talk to him. Initially he was a	8 ______
bit surprised, but as time has gone, our relationship has improved a lot,	9 ______
and I definitely feel that are looking up. I feel happy to carry on now.	10 ______

A Z more words: *love-hate relationship, inseparable, animosity, incompatible, irreconcilable (differences), cut (all ties with sb)*

Unit 17

1 Complete the crossword. The letters in the grey squares spell another word. What is it?



1 admire someone very much.
2 fight against or refuse to obey an authority.
3 vulgar; coarse.
4 give someone the enthusiasm and desire to do something.
5 have a go at someone.
6 a person who believes that the world can be perfect.
7 If you follow in someone's ______________ , you want to be as successful as they are.
8 If something is against your ______________ , it is against your very strong beliefs.
9 a woman you admire very much for her qualities or ability.
10 If you look ______________ on someone, you think you are better than they are.

A Z more words: ***think*** *the world of sb /* *think* ***highly*** *of sb, sycophantic, repulsive, creepy, foul-mouthed*

Unit 18

1 **Tick the words that are possible. More than one word may be correct.**

1 The children often make *a mess* ☐ *a fuss* ☐ *an example* ☐.
2 He was from a *broken* ☐ *detrimental* ☐ *deprived* ☐ home.
3 Does money have a *messy* ☐ *beneficial* ☐ *detrimental* ☐ effect on people?
4 She's great, and she always *pulls her weight* ☐ *sets a good example* ☐ *does her fair share* ☐.
5 Nagging is *an unappealing* ☐ *an appealing* ☐ *a life-threatening* ☐ habit.
6 He *goes on and on at* ☐ *gives in to* ☐ *nags* ☐ the children about doing their homework.

AZ more words: *anti-social behaviour, truancy, reckless (behaviour), reprimand sb, ringleader, lead sb* ***astray***

Unit 19

1 **Are these positive or negative remarks? Write P or N.**

1 His manners were exemplary. ....
2 I took exception to his comments. ....
3 She was very insolent. ....
4 The service was impeccable. ....
5 Taking photos is frowned upon. ....
6 What a cheek! ....
7 She put her foot in it. ....
8 They're always courteous. ....

2 **Complete the sentences in a suitable way.**

ABOUT YOU AND YOUR COUNTRY

1 If you invited someone to your house for a meal at 7 o'clock, and they arrived at 8 o'clock, would you be .... out? ....
2 Do you often say the wrong thing and put your .... in it? ....
3 If someone made a cheeky remark which you took .... to, would you normally say something or keep quiet? ....
4 Is it .... in your country for most people to .... themselves to be .... class or .... class, or working class? Do you .... yourself as coming from a particular class? ....
5 Do people .... upon people, especially women, who smoke in the street? ....
6 If you are invited to someone's house for a meal, what is the normal ....? Do you take flowers or chocolates, or something like that? ....

3 **ABOUT YOU AND YOUR COUNTRY Write your answers to Exercise 2, or ask another student.**

AZ more words: *(invade sb's)* ***personal space***, ***uncivil*** *behaviour, churlish, protocol, (have the)* ***decency*** *to do sth, indiscretion*

20 I can **talk about food**

A Fruit, vegetables, nuts, herbs, and spices

pomegranate **passion fruit** **papaya** (tropical fruits)

radishes **beetroot** **bean sprouts** **squash** **fennel** **artichoke** (vegetables)

almonds **cashews** (types of **nut**)

lentils (type of **pulse**)

ginger **cinnamon** (types of **spice**)

sage **coriander** (types of **herb**)

sultanas and **raisins** (types of **dried fruit**)

1 Complete the foods. The last four are plural.

1 arti_____ 4 cinn_____ 7 gin_____ 10 rad_____
2 pom_____ 5 pap_____ 8 squ_____ 11 len_____
3 beet_____ 6 fen_____ 9 alm_____ 12 bean _____

2 Complete the sentences in a logical way.

► Artichoke and fennel are vegetables.

1 Raisins and _____ are types of _____.
2 Sage and _____ are _____.
3 Almonds and _____ are types of _____.
4 Papaya and _____ are _____ fruits.
5 Ginger and _____ are _____.

3 ABOUT YOU AND YOUR COUNTRY Study the words and pictures for two minutes. Then shut your book and write down the items that you grow in your own country, and a list of the ones you have eaten.

Remember to test yourself

B Kitchen equipment

Equipment	used to ...	what? e.g.:
wok	**stir-fry**	vegetables, meat, fish
steamer	**steam**	fish, rice, vegetables
deep fat fryer	**deep-fry**	fish, potatoes
casserole	**braise/stew** (cook meat slowly in liquid in a closed container)	meat, vegetables
food processor	**chop**, **slice**, and **mix**	meat, vegetables, etc.
whisk	**beat**	eggs, cream
colander	**drain**	vegetables that have been washed or cooked in water
grater	**grate**	cheese, e.g. parmesan
garlic crusher	**crush**	garlic
sieve	**sieve** (separate solids from liquid or larger solids from smaller ones)	flour, tomatoes
peeler	**peel**	vegetables
lemon squeezer	**squeeze**	lemons, limes
corkscrew	open	wine bottles
ladle	serve	soup
kitchen scales	weigh	all types of food

4 Find six compound words or word combinations in the box.

cheese	lemon	kitchen	food	garlic	deep fat
processor	fryer	grater	crusher	squeezer	scales

....
....

5 Write down the equipment you would need to:

1 drain vegetables cooked in water ....
2 stir-fry vegetables ....
3 open a bottle of wine ....
4 serve soup ....
5 remove lumps in flour ....
6 beat eggs ....

6 Write down a type of food you can:

1 squeeze ....
2 grate ....
3 sieve ....
4 steam ....
5 slice ....
6 braise ....

Remember to test yourself

C Food words, different meanings

Many food words form part of an idiomatic expression, or are used informally in spoken English with a different meaning.

I said the plan would work, but it all **went pear-shaped**, so I had to **eat my words**.

Eric was very angry when he didn't get the job, but it was just **sour grapes**. To be honest, if he had worked here, he would've been **a fish out of water**.

The trouble with Tanya is she always wants to **have her cake and eat it**.

He managed to fix the door, but he really **made a meal of it**.

The whole thing sounded a bit **fishy** to me.

Since Jamie lost his job, Marcia has been the main **breadwinner**.

You should get the job, but **don't count your chickens**.

Ali's calm and sensible; his brother's a complete **nutcase**. They're **like chalk and cheese**.

Glossary

go pear-shaped	INF go badly wrong and be very unsuccessful.
eat your words	admit that sth you said was wrong.
sour grapes	a negative response to sth because you're angry you can't have it.
a fish out of water	a person who feels uneasy and out of place in their surroundings.
have your cake and eat it	have the advantages of sth without the disadvantages.
make a meal of sth	INF spend more time doing sth than is necessary.
fishy	INF suspicious, and probably involving dishonesty.
breadwinner	a person who supports their family with money they earn.
don't count your chickens (before they're hatched)	SAYING don't be too confident that sth will be successful, because it may go wrong.
nutcase	INF a crazy person.
like chalk and cheese	used for saying that two people are very different.

7 Complete the missing food word in each expression.

1 sour ____________
2 don't count your ____________
3 a ____________ out of water
4 ____________winner
5 like chalk and ____________
6 go ____________ -shaped
7 want to have your ____________ and eat it
8 a ____________case

8 Finish the sentences with an expression which summarizes the situation.

► He was only rude about the party because he wasn't invited. It was just sour grapes.
1 It took two men three days to build that little wall. They really ____________ .
2 Axel wants to use his father's car all the time, but still expects his father to pay all the bills. His problem is that he wants ____________ .
3 Maggie spends all her time working; her sister doesn't do a thing and is out with her friends every night. They're like ____________ .
4 I told Freddie he wasn't good enough to get in the football team. Then, last week, they picked him, so I had to ____________ .
5 Everyone at the party except me had a good job, a big house, and a wife and two children. Frankly, I felt like ____________ .
6 A man knocked on the door and said that if I gave him £100, he could invest it and make me £1,000 in less than two years. It sounded ____________ .

Remember to test yourself

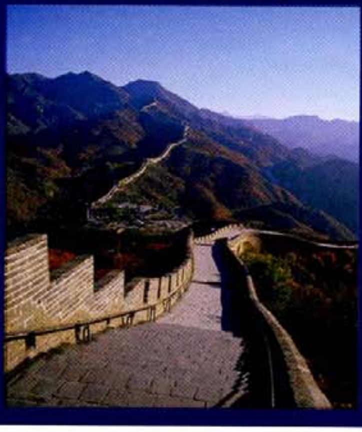
21 I can talk about holidays

City breaks in PRAGUE

Prague is a **stunning** city, and this **thriving** capital of the Czech Republic makes a romantic and **vibrant** city-break destination. A stroll through Prague's **cobbled streets** is wonderfully exciting: its architecture is **remarkably diverse**, and amazingly untouched by the Second World War, although Charles Bridge and the Astronomical Clock have recently been **undergoing restoration**.

Unwind on the ALGARVE

If you need to **unwind**, try the Algarve in southern Portugal. **Laze around** on the golden, sandy beaches, **soak up** the atmosphere of traditional fishing villages like Alvor, or just **go for a wander around** Albufeira's old town, which still **retains** its wonderful **charm**.



Off the beaten track on the great wall of CHINA

Our China **trek** offers a **unique** experience for the adventurous traveller who wants to **get away from it all**. Apart from the spectacular scenery, you will have the rare opportunity to camp in a **remote** part of rural China and experience local life in its most **unspoilt** state.

Glossary

stunning	extremely attractive or impressive. SYN **beautiful**.
thriving	growing and developing, and very successful. SYN **flourishing**.
vibrant	full of life and energy.
cobbled streets	streets with a surface of old round stones.
remarkably	in an unusual or surprising way. **remarkable** ADJ.
diverse	of many different kinds.
undergo sth	experience a process of change.
restoration	the work of repairing old buildings, paintings, etc. **restore** V.
laze around	relax and do very little.
soak sth up	absorb or take sth into your senses, body, or mind.
go for a wander (around/in)	walk slowly without a real purpose or direction. **wander (around/in)** V.
retain sth	FML keep sth. **retention** N.
charm	a pleasant or attractive quality or feature. **charming** ADJ.
off the beaten track	far away from other people and houses.
trek	a long hard walk, often in the mountains. **trek** V.
unique	being the only one of its kind.
get away from it all	go somewhere different to have a rest or holiday.
remote	far from places where other people live. SYN **isolated**.
unspoilt	(of a place) beautiful because it has not been changed or built on.

spotlight *relax*

There are different ways of saying **relax**. You can **unwind**, **take it easy** INF, or **chill out** INF. And if you take a break or holiday to get your energy back, you **recharge your batteries** (IDIOM).

Remember to test yourself

1 Complete the phrases with words from the box.

track	easy	wander	atmosphere	batteries	it all	around	streets

1 cobbled ______
2 go for a ______
3 take it ______
4 get away from ______
5 off the beaten ______
6 soak up the ______
7 laze ______
8 recharge your ______

2 Complete the words in the dialogues.

1 Is the town centre different now? ~ Yes, it has u______ major changes.
2 Is it still a thriving holiday resort? ~ Yes, it's really f______.
3 Is the restaurant cheap? ~ Yes, it's r______ good value.
4 There's nowhere like Cuenca. ~ Absolutely true. It's completely u______.
5 The village hasn't changed at all. ~ No, it's completely u______.
6 The villa's miles from anywhere. ~ Yes, it's very r______.

3 Replace the underlined word(s) with a word or phrase with a similar meaning.

► The village has many pleasant and attractive qualities. charms
1 He's running a flourishing new business. ______
2 Just look at that beautiful view of the mountains. ______
3 My son's interests are very varied. ______
4 The villa was quite remote. ______
5 We're going on a long walk across the desert. ______
6 Our preference is to keep the original design for the garden. ______
7 We just want to relax and do very little. ______
8 The old buildings in the centre need to be repaired. ______

4 Complete the text.

Great Expectations ...

I'd been having a terrible time at work, so I was really looking forward to taking it (1) ______ for a couple of weeks on a Greek island, staying miles from anywhere in a (2) ______ villa by the sea. At least, that's what I had hoped. The reality was somewhat different. The villa was undergoing (3) ______ , so I had to stay in a nearby beach resort, where most people were trying to do the same as me: (4) ______ around on the beach during the day, and then (5) ______ around the pretty (6) ______ streets in the evening. Unfortunately, the place turned out to be very noisy and unpleasant, so my idea of getting (7) ______ ______ ______ all just didn't happen.

5 ABOUT YOU Write your answers, or ask another student.

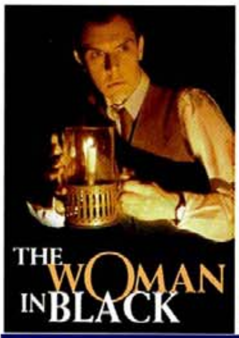
What do you want from a holiday? Do you want to ... — Yes, usually / Occasionally / No, never

... go somewhere vibrant and exciting? ______
... laze around on a beach and unwind? ______
... go somewhere remote and get away from it all? ______
... go on an adventurous holiday? ______
... wander around interesting towns and villages? ______

Remember to test yourself

22 I can talk about plays and films

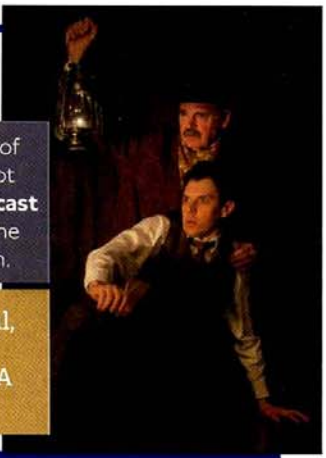
A A fabulous play



'The Woman in Black' is a **spine-tingling ghost story** that will have you **on the edge of your seat** throughout the production. With just a minimal **set** and few **sound effects**, this drama will **scare you out of your wits**!

A **nail-biting adaptation** of Susan Hill's novel. The plot **twists** are brilliant, and the **cast** of two are **sensational**! The **applause** went on and on.

Phenomenally successful, and **unanimously acclaimed** by the critics. A must-see thriller!



Glossary

spine-tingling	very frightening or exciting in a way that you enjoy.
ghost story	a story about the spirit of a dead person that sb hears or sees.
on the edge of your seat	very excited and interested in sth.
set	the scenery and furniture used in a play, film, etc.
sound effects	sounds that are made artificially in a play, film, etc. to make it more realistic, e.g. wind, thunder.
scare sb out of their wits	frighten sb very much.
nail-biting	making you very excited or worried. SYN **gripping**.
adaptation	a book or play that has been made into a film, TV programme, etc.
twist	an unexpected change or development in a story or situation.
cast	(+ SING OR PL V) all the people who act in a play or film.
sensational	INF extremely good; wonderful. SYNS **fabulous**, **brilliant**.
applause	the sound of an **audience** (people watching a play, etc.) showing approval by hitting their hands together. **applaud** V. SYN **clap**.
phenomenally	in a very great or impressive way. SYN **extraordinarily**.
unanimously	in a way that is agreed by everyone. **unanimous** ADJ.
acclaimed	publicly talked or written about in an admiring way. **acclaim** N.

1 Cover the texts and glossary. Circle the correct word.

1 I was on the end / edge of my seat.
2 There were great sound affects / effects.
3 The race had a nail-eating / -biting finish.
4 We were scared out / out of our wits.
5 There's a great twist / cast in the story.
6 We agreed phenomenally / unanimously.
7 It's an adaption / adaptation of a book.
8 The music was spine-tingling / -tingly.
9 Are you keen on ghost / spirit stories?
10 Did they applause / applaud at the end?

2 Replace the underlined word or phrase with a word or phrase with a similar meaning.

1 The <u>people watching the play</u> loved it. ....
2 The play was absolutely <u>fabulous</u>. ....
3 There has been considerable public <u>praise</u> for the play. ....
4 The <u>actors in the play</u> were very good indeed. ....
5 What did you think of the <u>scenery and furniture</u>? ....
6 The musical was <u>extraordinarily</u> good. ....
7 It was a really <u>tense and exciting</u> story. ....
8 Someone started <u>applauding</u> and then everyone joined in. ....

Remember to test yourself

B A terrible movie

A I had to sit through some **atrocious**, **sentimental** movie that Frankie wanted to see on TV last night, called 'Love in Summer'.

B Oh, I saw that – yes, it was **tedious**, wasn't it? Full of **clichés** – you know, all men are **shallow**, dishonesty is bad . . .

A Yes, it was all terrible – **feeble** jokes, **wooden** dialogue, and the acting was very **mediocre**. And Jack Burns was totally **miscast** as the romantic lead, wasn't he?

B Yeah, he was **dire**, and Maggie Lovett was pretty **unconvincing** too. I don't know why I watched it all the way through – it was **utter rubbish.**

Glossary

atrocious very bad and unpleasant. SYN **dire** INF.

sentimental OFTEN DISAPPROVING making people experience feelings of sadness, sympathy, etc. in a deliberate and obvious way.

cliché a phrase or idea that has been used so often it no longer has much meaning and is not interesting. **clichéd** ADJ.

shallow not showing serious thought, feelings, etc. SYN **superficial**.

feeble very weak.

wooden not showing enough natural expression, emotion, or movement.

mediocre of only average quality.

miscast (of an actor) not suitable for the role they have been given.

unconvincing not seeming true or real. OPP **convincing**.

utter complete (used to emphasize sth, usually sth bad) (**an utter waste of time**, **utter rubbish/nonsense**).

rubbish INF We say sth is **rubbish** if we think it is of poor quality.

spotlight **Boredom**

Tedious is a synonym for **boring**, and **deadly dull** is 'very boring'. These idioms mean 'very bored': **bored to tears**, **bored to death**, **bored stiff**, or **bored out of your mind**.

3 Is the meaning the same or different? Write S or D.

1 It's a very romantic film.	It's a very sentimental film.	
2 The acting was quite wooden.	The acting didn't seem natural.	
3 I was bored to tears.	I found it very tedious.	
4 The female characters were shallow.	The female characters were superficial.	
5 The leading actor was miscast.	The leading actor was convincing.	
6 We were bored stiff.	We were bored out of our minds.	
7 The movie was dire.	The movie was atrocious.	
8 The film was mediocre.	The film was utter rubbish.	

4 Complete the words in the sentences.

1 If a film is d______ dull, or you are bored s______, you should leave before the end.
2 Many movies are c______: they're just boring and lacking in original themes.
3 If the director is poor, the actors may give a w______ performance as well.
4 There's nothing worse than a comedy film with f______ jokes.
5 If the plot of a film is hard to believe, the acting may be u______ too.
6 Most films made in Hollywood are utter r______.
7 People are bored to d______ by all the m______ romantic comedies around.
8 I hate musicals. Every single one I've seen has been absolutely d______.

5 ABOUT YOU Think of some atrocious films you've seen. Why were they dire? Write your answer, or ask a partner.

Remember to test yourself

23 I can talk about competitive sport

A A cup competition

The Heineken Cup

- In the top European cup competition in rugby, 24 teams are divided into six groups. Each team plays the others in their group **at home** and **away**, and the six group winners **qualify for** the **knockout** stage of the competition, along with the two best **runners-up** from the six groups. **The rest are eliminated**.
- In the **draw** for the quarter-final **round**, the top four teams play at home and can't **be drawn against** each other.
- The two teams that **get through** their semi-final then play the final at a **neutral venue**, and **victory** for the winners gives them automatic **qualification** the following year.

Glossary

at home	If a team plays **at home**, they play in their own stadium. OPP **away**.
qualify for sth	be good enough to enter a competition. **qualification** N.
knockout	In a **knockout competition**, the winner at each stage continues in the competition, but the loser is no longer in it.
runner(s)-up	a person or team who comes second in a competition.
the rest (of sth)	the remaining people or things; the others.
eliminate sb from sth	USUALLY PASSIVE If a team **is eliminated** from a competition, it has been beaten and can no longer take part in it. SYN **knock sb out of sth**.
draw	an act of deciding sth by pulling names out of a bag. **be drawn (against sb)** V.
round	a stage in a sports competition.
get through (to sth)	reach the next stage in a competition.
neutral	not belonging to either of the teams who are playing.
venue	a place where an organized event happens.
victory	success in a game, war, etc. **victorious** ADJ.

1 True or false? Write T or F.

1 If you qualify for a competition, you will win it. ______
2 A venue is the last game in a competition. ______
3 The runner-up comes second in a competition. ______
4 In the knockout stage of a competition, every team plays more than one game. ______
5 If you are eliminated, that is the end of your competition. ______
6 If you are victorious, it is a good result. ______
7 If you play away, you're at a neutral venue. ______
8 The draw is a way of deciding which teams play against each other. ______

2 Complete the words in the text.

We did well in the cup this year. We played ► away in the first (1) r______ but managed to win, then we were (2) d______ at home in the next two rounds and had fairly easy (3) v______. In the (4) d______ for the quarter-final, we had to play the (5) r______ - ______ from last year, but we played really well and (6) g______ t______ to the semi-final. Unfortunately, we then lost because one or two of our best players were injured in training, and that seemed to affect (7) t______ r______ of the team. However, at least we were (8) k______ o______ by the team that went on to win the competition.

Remember to test yourself

B Playing well and playing badly

At the beginning of the season our **form** in the **league** was poor, but we've had **a good run** lately, and we're **unbeaten** now in five games.

We had an **outside chance of promotion** before Christmas, but now we've got **no chance**.

Carter was **in great form** for us last season, but recently he's **let us down**.

When the opposition put us **under pressure**, we just **went to pieces**.

We **dominated** the game and were **on the verge of** winning, then we **gave away** a silly penalty.

spotlight *chance*

Chance is used in many phrases as it can mean a *possibility* (a fact that sth might happen) or an *opportunity* (a situation which makes sth possible):
We've got an ***outside chance of*** *promotion.* (= a small chance) OPP *a* ***great chance.***
This season could be my ***big chance.*** (= opportunity for success)
He's retiring soon, so this is his ***last chance.*** (= final opportunity)

Glossary

form	the way in which sb is performing (sb **in** or **on good/great form** is performing well; sb who is **off form** is performing badly).
league	a set of teams who play each other over a season to find the best team.
a (good/bad) run	a period of performing well or badly.
unbeaten	not having lost.
promotion	the action of moving a team up to a higher league. **be promoted** V. OPP **relegation** N, **be relegated** V.
let sb down	fail to give sb the help and support they need.
under pressure	in a stressful situation, often because sb is forcing you to do sth in a certain way.
go to pieces	INF become very nervous or upset and unable to perform.
dominate	(in sport) play better than sb and be in control of the game. SYN **be on top. dominant** ADJ.
on the verge of sth	near to the moment of doing or achieving sth.
give sth away	lose a game, point, or competition through a bad mistake.

3 One word is missing in each line of the text. What is it and where does it go?

We've been ⁄ good form recently, and last Saturday we ► in
started the match really well, and we the first half. 1 ......
Then, at the start of the second half, they put us a lot of 2 ......
pressure, and we gave a silly goal. After that, I'm afraid, 3 ......
we completely went pieces. I thought our goalkeeper, in 4 ......
particular, really let us. And after losing that game, we have 5 ......
no of promotion this year. In fact, if we go on playing badly, 6 ......
we could be at the end of the season. 7 ......

4 Rewrite the sentences on the left without changing the meaning.

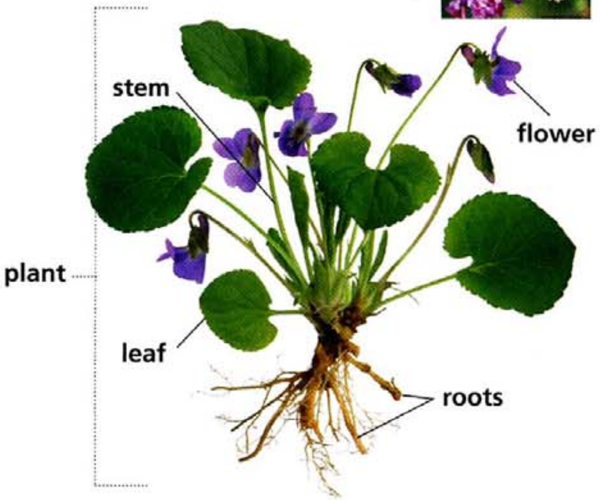
1 They've done well recently. They've had a good ....
2 She could win at the Olympics. The Olympics could be her big ....
3 We could go up to the next league. We could be ....
4 We're close to victory. We're on the ....
5 We haven't lost this season. We are ....
6 Recently he's been playing badly. Recently he's been off ....
7 We dominated most of the game. For most of the game we were ....

Remember to test yourself

24 I can talk about gardens and nature

A A natural garden

I've always been excited by the idea of a garden which **imitates** the best of **nature**, so, having **acquired** a **cottage** in the country, I'm now **in the process of** creating my own **wildlife** garden. The **site** is ideal – a gentle **slope** going down to a pond, plus there's a **shed** – and there are already **plants** to **attract** wildlife such as bees and **butterflies**[1]. I've **scattered seeds** to create a wild-flower **meadow**, and I hope birds will soon build **nests**.



Glossary

imitate sth/sb	SYN **copy sth/sb. imitation** N. **copy** N.
acquire sth	obtain sth by buying it or being given it.
cottage	a small house, especially in the country.
in the process of doing sth	doing things that are necessary to achieve sth.
wildlife	animals, birds, and insects that live in a natural state.
site	an area of land that is used for sth (**camping site/building site**).
slope	an area of land that is higher at one end than the other. **slope** V.
shed	a small simple building, made of wood, and often found in gardens.
attract sth/sb	make sth/sb come towards you.
scatter sth	throw or drop things in different directions over a wide area.
seed	the small hard part of a plant from which new plants grow.
meadow	a field covered in grass, and often wild flowers.
nest	a place where birds lay their eggs and live with their young. **nest** V.

spotlight ***nature***

We can say someone is interested in **nature** (= the physical world and everything that lives in it). We don't talk about being ~~*in the nature*~~. We say *I like being **in the countryside**, or I looked at the **beautiful scenery**.*

1 Circle the correct word(s). Both words may be correct.

1 We grow potatoes in that field / meadow.
2 He works on a building land / site.
3 This plant will attract / scatter butterflies.
4 I copied / imitated my neighbour's garden.
5 How did you obtain / acquire that land?
6 There's a camping / camping site nearby.
7 We need to protect wildlife / wildliving.
8 Look at the scenery / nature!

2 Complete the sentences.

1 I'm in the __________ of building a new wall round the garden.
2 There are two blackbirds building a __________ under the roof of the garden __________.
3 For the __________ to grow, the water has to go up the __________ from the __________.
4 I love being in the __________ surrounded by the beauties of nature.
5 I've bought lots of packets of __________ to grow different flowers and vegetables.
6 From the kitchen of our __________, the garden __________ down quite steeply to the river.

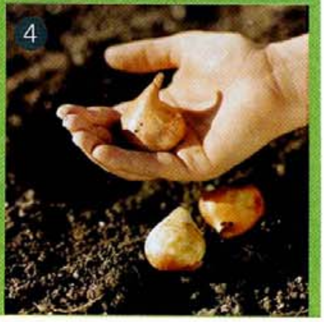
Remember to test yourself

B Gardening chores

SPRING: Add **compost** to **enrich** the **soil**.
Prune certain **bushes**[1] and plants.
Dig[2] the ground if it's not too **muddy**.

SUMMER: **Mow the lawn**[3] once a week.
Do regular **weeding**.
Put your feet up and enjoy the garden.

AUTUMN: Tidy **hedges** and fallen leaves.
Plant bulbs[4] for the following spring.



Glossary

chore	a small job that you have to do regularly, often around the home.
compost	a mixture of decaying plants and food that is added to soil to help things grow (**compost** makes soil more **fertile**; **fertility** N).
enrich sth	improve the quality of sth by adding sth to it.
soil	the top part of the earth in which trees and plants grow.
prune sth	remove some of a plant's stems or branches to improve future growth. SYN **cut sth back**.
muddy	(of the earth) wet from too much rain. **mud** N.
do the weeding	remove the **weeds** (= wild plants growing where they are not wanted in a garden).
put your feet up	IDIOM sit down and relax.
hedge	a line of bushes growing close together around a garden or field.
plant sth	put flowers and other plants into the soil.

3 Good news or bad news? Write G or B.

1 The ground is muddy. ______
2 We've got lots of compost. ______
3 I've got lots of chores. ______
4 The lawn is full of weeds. ______
5 There's loads of digging to do. ______
6 The bulbs are coming up. ______

4 Rewrite the sentences without using the underlined words. Keep the meaning the same.

1 Have you got <u>something I can use for digging</u>? Have you got a ______________ ?
2 I'm going to <u>sit down and relax</u>. I'm going to put ______________ .
3 He's going to <u>cut</u> the <u>grass</u>. He's going to ______________ .
4 You'll need to <u>prune</u> this bush. You'll need to ______________ .
5 I'm going to <u>improve</u> the soil. I'm going to add ______________ .
6 I want to <u>put</u> some roses <u>in the ground</u>. I want to ______________ .
7 There's a <u>line of bushes</u> round the field. There's a ______________ .
8 I need to <u>take out the weeds</u>. I need to do ______________ .
9 We need to <u>enrich</u> the soil. We need to make the soil ______________ .

Remember to test yourself

25 I can **talk about shopping habits**

A Different kinds of shopper

What kind of shopper are you?

<u>**Impulse** shopper</u>: You might go to the shops **in search of** sandals and come back with a winter coat. You may also have things in your wardrobe with the **price tag** still on them.

<u>Situational shopper</u>: **Shop till you drop**? Not you. You're not there for **browsing** – you're **after** a particular buy. And **the minute** you've got it, you're **off**.

<u>Bargain buyer</u>: You **have an eye for** a bargain, and you'll **shop around** until you find it.

<u>Serious shopper</u>: You're incredibly **focused** and won't **be distracted by** cheap offers.

Glossary

impulse (to do sth)	a sudden desire to do sth without thinking about the results (**buy sth on impulse**).
in search of sth	looking for sth.
price tag	a label on sth which shows how much you must pay.
shop till you drop	MODERN IDIOM spend a long time shopping because you don't want to stop (**till** = until).
browse	casually look at things in a shop, or look through the pages of a book.
after sth	looking for and trying to obtain sth (**after a jacket** / **after a job**).
the minute	as soon as. SYN **the moment**.
be off	go; leave.
have an eye for sth	have a natural ability to see or find sth (to **have your eye on sth** is to have seen sth and want to have it or buy it).
shop around	go to different shops until you find what you want.
focused	having a very clear aim; knowing what you want to do.
be distracted by sth	be looking at or thinking about sth so that you are unable to pay attention to other things. **distract sb from sth** v.

1 Circle the correct word.

1 If I don't find something immediately, I'm happy to shop around / away.
2 He's got an / his eye on a small vase, which he might buy.
3 He's very distracted / focused at work and just keeps going till the job's finished.
4 She really has an / her eye for detail.
5 You're distracting me from / by my work. Go away!
6 I just stopped to page / browse through this magazine.

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2 Complete the text with suitable words and phrases.

I went into town with Patsy. I was in (1) __________ __________ some shoes, Patsy was (2) __________ a top and a skirt. I saw some lovely shoes in 'Shoon', but then I looked at the price (3) __________ and decided I'd (4) __________ __________ for something a bit cheaper. Patsy then pointed out some boots in the shop opposite. The (5) __________ I saw them I knew I had to have them. I just bought them (6) __________ __________ – I couldn't stop myself. The trouble is, after that I was bored and wanted to go home. I'm not the kind of person who shops till they (7) __________ , so I told Patsy that I had to be (8) __________ in order to get home and finish an essay. She didn't mind. I left her (9) __________ in a very expensive boutique that opened last month.

Remember to test yourself

B Shopping habits

SHOPPING is the UK's fourth favourite leisure **pursuit**. Whether it's a **spending spree**, **bargain hunting**, or just browsing, millions of us **head for** the shops every weekend. And it's not just women who **indulge in** this popular **pastime**. Men over 50 now **outspend** women of the same age, because of their love of **gadgets**, and it's estimated that two to eight per cent of all UK adults are **shopaholics**. A small number, though, may become **compulsive** shoppers: they become **addicted to** it and end up with **crippling** financial debts.

Glossary

pursuit	SYNS **hobby, pastime (leisure/outdoor pursuits)**.
spree	a short period of time doing one activity, often in an uncontrolled way (**spending/shopping spree**).
bargain hunting	looking for sth at a good price and cheaper than usual.
head for/towards	go in the direction of.
indulge in sth	do sth you like, especially sth that is bad for you.
gadget	a small tool or piece of equipment that does sth useful.
shopaholic	INF sb who enjoys shopping and spends a lot of time doing it (also **workaholic/chocoholic**; see **alcoholic** below).
compulsive	a **compulsive** person finds it difficult to control their actions (a **compulsive shopper/gambler/liar**).
addicted to sth	unable to stop doing sth which is usually harmful (**addicted to drugs/alcohol**; a person is a **drug addict** or an **alcoholic**).
crippling	very serious (**crippling debts/disease**).

spotlight **Prefix *out-***

Used as a prefix with verbs, **out-** means more/greater/longer, etc.
Men over 50 ***outspend*** *women.*
He ***outlived*** *his wife by five years.*
The women ***outnumbered*** *the men 3 to 1.*
The advantages ***outweigh*** *the disadvantages.* (= are greater than)

3 Find six compound words or common phrases in the box.

bargain drug compulsive crippling shopping leisure
debts gambler spree hunting pursuit addict

....
....

4 Complete the sentences.

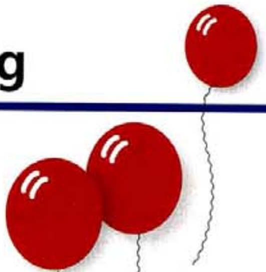
1 When I saw Sue she was .... for the supermarket.
2 I don't have time to .... in too many leisure pursuits. I'm too busy at work.
3 Steve loves any kind of .... , so I gave him an alarm clock which changes colour.
4 It's not perfect, but the advantages .... the disadvantages.
5 The men .... the women 5 to 1 in that company.
6 It's easy to get .... things such as drugs or alcohol.

5 ABOUT YOU Write your answers or ask another student.

How often do you go on a spending spree? ....
What's your attitude to bargain hunting? ....
What kind of gadgets do you buy, if any? ....
Would you describe yourself as a shopaholic? ....

Remember to test yourself

26 I can talk about socializing



A Parties

Organizing a party

- The **host** is expected to **lay on** food and drink, which can be expensive and **time-consuming**. Consider asking others to **make a contribution** and bring something.
- A lot of food means a lot of **clearing up**. Think about **disposable** plates and cutlery.
- Don't advertise it on the internet **beforehand**. You don't want **gatecrashers**.
- Parties take a while to **warm up**. Consider music (not so **deafening** that it **drowns out** the conversation) or party games to **liven** things **up**.
- Finally, don't **get carried away**. You're planning a party, not a theme park.

Glossary

socialize	spend time with other people in a friendly way. **sociable** ADJ.
host	a person who is giving a meal or a party (**hostess** can be used for a woman).
lay sth on	INF provide sth for sb, especially food, drink, or transport.
time-consuming	needing a lot of time (a **time-consuming process**).
contribution	a thing that you give or do to help sth be successful (**make a valuable/significant contribution**). **contribute** V.
clear (sth) up	leave everything clean and tidy.
disposable	intended to be used once or twice then thrown away.
beforehand	before sth else happens or is done.
gatecrasher	a person who tries to get into a party without an invitation.
warm up	(of a party or event) start to become interesting and enjoyable.
deafening	very loud.
drown sth out	be louder than other sounds, so they can't be heard.
liven sth up	make sth more exciting (**liven up** = become more exciting).
get/be carried away	become very excited or lose control of your feelings.

1 Complete the dialogues with a suitable word.

1 Whose party is it? ~ Paula and Simon are the ______ .
2 Can we throw these plates away? ~ Yes, they're ______ .
3 Can we do anything we like? ~ Yes, but don't get carried ______ !
4 Did this take long? ~ Yes, it was very ______ - ______ .
5 She's always out with people. ~ Yes, she ______ a lot.
6 Why did you turn up the music? ~ To ______ ______ the noise from next door.
7 Did people help out at the party? ~ Yes, everyone made a ______ .

2 Complete the words in the text.

… and the party was great! Carol (1) l______ o______ a lot of hot food, but I think she prepared most of it (2) b______ . And most of the people who were invited (3) c______ by bringing a bottle. She also put a couple of big guys near the door to stop (4) g______ , which was sensible. It (5) w______ u______ after a while, and by 11 o'clock things had really (6) l______ u______ , and it was great. A neighbour complained that the music was (7) d______ but that's all. I bet Carol had a lot of (8) c______ u______ the next day, but it was worth it.

Remember to test yourself

B In other people's company

A Shall we **pop round** and see Glynnis?
B Yes – she may **fancy** a bit of **company**.

A They'll have fun tonight, **no doubt**.
B Yes, but I'm sure they won't **get drunk**.

A Jim's quite **awkward** when he's **in company**.
B Yeah. I think he's a bit of a **loner**.

A We're having a **get-together** tonight.
B Oh, can I **join in**?

A You never get a **warm welcome** at Laura's.
B No. And her friends are all a bit **cliquey** as well.

spotlight *company*

*I like **company**.*
(= being with other people)
*She's **good company**.*
(= enjoyable to be with)
*He enjoys his **own company**.*
(= being by himself)
*He's not very good **in company**.*
(= with other people)
*I'll **accompany** you.*
(FML = go with you)

Glossary

pop round/over/in	INF go somewhere quickly or for a fairly short time.
fancy sth	INF want sth or want to do sth.
no doubt	used to say you expect sth will happen.
drunk	having drunk too much alcohol (**get/be drunk**).
awkward	not relaxed or comfortable with other people.
loner	a person who is often alone and usually prefers to be alone.
get-together	a friendly informal meeting or party. SYN **do** N, INF.
join in	take part in an activity with other people.
warm welcome	If sb gives you a **warm welcome** you feel relaxed in their home. **welcome** ADJ (**make sb feel welcome**).
cliquey	INF, DISAPPROVING forming a small group and not letting others join in. **clique** N.

3 Rewrite the sentences without using the underlined words. Keep the meaning the same.

1 She's not very good with other people.
She's not very good ______ .
2 He had too much to drink.
He ______ .
3 He prefers his own company.
He's a ______ .
4 Come to the get-together tonight.
Come to the ______ .
5 He's very uncomfortable with people.
He's very ______ .
6 She made me feel relaxed in her home.
She gave me a very ______ .
7 They're unfriendly to outsiders.
They're a bit ______ .
8 Someone will go with you.
Someone will ______ .

4 Complete the dialogues in a suitable way.

1 Did you go with them?
Yes, I asked if I could ______ .
2 Do we know when she's arriving?
No, but no ______ she'll ring us.
3 Are you staying in?
Yes. Do you want to ______ round?
4 He's a bit of a loner, isn't he?
Yes, he prefers his ______ .
5 Are you going out?
No, we're having a big family ______ .
6 Are they having a ______ at the club?
Yeah. Do you ______ going?
7 She's great to be with.
Yeah, she's good ______ .
8 They're not very nice to other classmates.
No, they're a very tight little ______ .

Review: Leisure and lifestyle

Unit 20

1 Match the sentence halves.

1 My brother and I are like
2 You can't have your
3 It was a small repair, but he made a
4 That deal sounds a bit
5 You might get the money but don't count your
6 Bad news: the plans have gone
7 I felt like a
8 I was wrong and in the end I had to eat my

a meal of it.
b chickens.
c fish out of water.
d chalk and cheese.
e cake and eat it.
f fishy to me.
g words.
h pear-shaped.

2 Use a word from the left and a word from the right, and write a sentence explaining the connection between them.

cinnamon ✓	braise	▶ Cinnamon is a type of spice.
corkscrew	herb	
whisk	pulse	
raisin	beat	
colander	nut	
lentils	soup	
casserole	spice ✓	
ladle	wine	
cashew	dried fruit	
wok	drain	
sage	stir-fry	

AZ more words: ***butter*** *sb up,* ***egg*** *sb on, have* ***egg*** *on your face, be full of* ***beans****,* ***rub*** *salt into the wound, sell like* ***hot*** *cakes*

Unit 21

1 Replace words in the text with words from the box so that the meaning stays the same. You may have to change the form of the verbs in the box.

unwind	thriving	diverse	vibrant	recharge your batteries	stunning ✓
restore	remarkable	wander	retain	soak up	

Lisbon is surrounded by seven hills, and from most of them you have ▶ ~~beautiful~~ stunning views of this unusual city, which has managed to keep so much of its varied architecture and cultural heritage. But it is also a modern, flourishing European capital, and in recent years many of the old buildings have been repaired. For tourists, one of the most popular parts is the Alfama, where you can casually walk around and absorb the charms of the old town. The Chiado district is famous for shops and restaurants, but for really exciting night life, head for the Bairro Alto. Then after all that, you can relax on the nearby beaches of Cascais and Estoril: wonderful places to get your energy back.

2 Complete the definitions with a suitable word.

1 *unique*: the ______________ one of its kind.
2 *off the beaten track*: ______________ away from other people and houses.
3 *unspoilt*: beautiful because it hasn't ______________ .
4 *cobbled streets*: streets with a surface of old round ______________ .
5 *take it easy*: ______________ and do very little.
6 *trek*: a long hard ______________ .
7 *undergo something*: experience a process of ______________ .
8 *charms*: very ______________ qualities or features.

AZ more words: *heritage, exotic, renowned, long-haul (flight/destination), tranquil*

Unit 22

1 Complete the review with suitable words.

The Last Servant is advertised as a (1) nail-______________ ghost story that will have theatre (2) ______________ on the (3) ______________ of their seats. Well, not me, I'm afraid. Giles Harrison (looking all of his 25 years) was completely (4) ______________ as the 14-year-old son of the mad doctor, and the plot borrowed all the same old (5) ______________ that we've seen a hundred times before; even the sound (6) ______________ were pathetic. After the first twenty minutes I was, frankly, bored to (7) ______________ , and while it may please some people, I thought it was utter (8) ______________ .

2 Put the words in the correct column below.

sensational dire tedious fabulous mediocre phenomenal brilliant
feeble unconvincing extraordinary atrocious sentimental

Negative	Positive

AZ more words: *witty, rave about sth, bitter-sweet, tear jerker, grim, harrowing*

Unit 23

1 Tick the words in italics which are possible. More than one word may be correct.

1 I think the team will be *promoted* ☐ *relegated* ☐ *qualified* ☐ next season.
2 They're playing badly because they're *on top* ☐ *under pressure* ☐ *off form* ☐.
3 They now have *a last* ☐ *a great* ☐ *an outside* ☐ chance of victory.
4 The team are playing at *home* ☐ *away* ☐ *a neutral venue* ☐ this weekend.
5 There's a chance they'll get *through* ☐ *knocked out* ☐ *drawn* ☐.
6 They didn't win, but at least they were *victorious* ☐ *eliminated* ☐ *runners-up* ☐.

2 **Complete the words in the dialogues.**

1 A Do you know who we've been d__________ against in the next round of the cup?
B Well, it can't be Oxford because they've already been e__________ : they lost in the last round.

2 A Federer really deserved his v__________ in the final.
B Yes, he did. And I think it was probably his l__________ chance, because he'll be retiring soon.

3 A How are Leeds doing this season?
B Really well. They've had a very good r__________ since the beginning of the year; in fact, they're u__________ in six matches.
A So they're on really good f__________ , then.

4 A What on earth happened to us in the second half?
B I don't know. We were well on t__________ , then we g__________ a__________ a penalty. It was a disaster.

AZ more words: *fixture*, ***sign*** *a player, thrash sb, transfer sb, seed, make your* ***debut***

Unit 24

1 **Find 15 more words related to gardening in the word square.**

M	C	O	M	P	O	S	T	S	T
E	L	R	Y	R	M	I	S	P	O
A	A	B	B	U	S	H	H	A	W
D	W	U	S	N	I	E	E	D	I
O	N	L	Y	E	G	S	D	E	L
W	M	B	H	E	D	G	E	S	D
W	O	F	E	R	T	I	L	E	L
E	W	A	F	F	E	D	I	E	I
E	E	N	R	I	C	H	N	D	F
D	R	O	O	T	S	A	G	S	E

2 **Use the words from the word square in the sentences.**

► I added compost to improve the soil.

1 The __________ take up the water into the plant.

2 All gardeners want to attract __________ such as bees and butterflies into their gardens.

3 You just scatter the __________ over the soil and then cover them.

4 I want a more informal garden, with wild flowers and grass – a __________ , in fact.

5 Some flowers grow from a __________ which you plant in the soil.

6 Look – there's a big __________ growing next to the door. Take it out.

7 It's important to __________ the soil with compost before planting.

8 Compost makes the soil more __________ .

9 You can plant a row of bushes to make a beautiful __________ along your garden.

10 If the bushes get too big, you'll have to __________ them a bit.

11 The grass needs cutting – you'll find the __________ in the garden __________ .

12 I need to do some digging but I can't find the __________ .

AZ more words: *rake, saw, stake, slug, sow, germinate, cultivate, pests*

Unit 25

1 Complete the phrases with words from the box.

spree	tag	around	pursuit	gambler	impulse	hunting	debts	addict

1 buy something on ______
2 an outdoor ______
3 a drug ______
4 shop ______
5 a spending ______
6 bargain ______
7 a compulsive ______
8 crippling ______
9 a price ______

2 Correct the error in each sentence.

► Something ~~destructed~~ me from what I was saying. distracted
1 I'm just off to the shops – I'm before a new sweater. ______
2 I knew she would be a difficult customer the minutes I saw her. ______
3 I've had my eye for that coat for ages. ______
4 When she's feeling low she tends to induct in a bit of bargain hunting. ______
5 What time are you out to Paris in the morning? ______
6 Do you know anyone who's addict to internet shopping? ______
7 He left the bank and headed to the railway station. ______
8 We went to Crete this summer in searching of the sun. ______

AZ more words: ***retail** therapy, **charity** shop, haggle, merchandise, designer **label**, get a **buzz**/ rush from / out of sth*

Unit 26

1 Complete the text with words from the box.

drowns	get-together	make	lay	awkward	away	pop
host	join	socialize	loner	liven	company	

Do you want to make new friends? Yes?

Well, follow our suggestions; they will help you to (1) ______ more effectively!

★ If you're a bit of a (2) ______ and prefer your own (3) ______, make a special effort to (4) ______ in with any social events at work. At least you'll know a few people so you should feel less (5) ______.

★ Start by inviting one or two people to (6) ______ round and have a drink one evening. Try to (7) ______ on a bit of food and drink that you think they will enjoy. Put some music on to help (8) ______ things up a bit, but don't have it so loud that it (9) ______ out the conversation. It's important to (10) ______ your guests feel welcome.

★ When you have a little experience of being the (11) ______, have a small (12) ______ for a few neighbours – not more than about half a dozen. Don't get carried (13) ______ and start inviting loads of people – take things step-by-step, and in no time you'll start to feel more confident.

AZ more words: *break the **ice**, throw a **party**, **housewarming** party, **hen** party, **stag** night/party, cater/catering*

27 I can talk about change

A Words describing change

Word	Example	Meaning
transform sth	*Computers have **transformed** our lives.*	completely change the appearance or character of sth, often to make it better. **transformation** N.
amend sth	*Civil servants are now **amending** the document.*	make changes to correct a mistake or improve a law, statement, document, etc. **amendment** N.
adapt to sth	*We must **adapt to** a changing world.*	change your behaviour in order to be more successful in a new situation. SYN **adjust** (**to sth**).
assimilate sth	*It takes time to **assimilate** new ideas.*	learn and get used to sth which is new and different. **assimilation** N.
evolve	*Democracy has **evolved** over hundreds of years.*	change gradually, often from something simple to something more complicated. **evolution** N.
transition FML	*We hope for a smooth **transition**.*	a process or period of change from one state to another (a society **in transition** is changing).
revert (**back**) **to sth**	*After weeks of unrest, life has **reverted to normal**.*	change back to a state or situation that existed in the past. SYN **go back**.
restore sth	*Some people want to **restore** the monarchy.*	return sth to its former state or condition. **restoration** N.
reverse sth	*They were going to let him go, but they **reversed** their decision.*	change sth so it is the opposite of what it was before (**reverse a decision/trend/policy**, etc.). **reversal** N. **reversible** ADJ. OPP **irreversible**.
reform sth	*There are new proposals to **reform** the prison system.*	improve a system, an organization, a law, etc. by making changes to it. **reform** N.

1 Organize these words into the categories below.

evolve restore amend assimilate adapt
transition revert reform reverse transform

1 a word that describes complete change: ________
2 words that describe a change to improve something: ________ ________ ________
3 words that describe changing back: ________ ________ ________
4 words that describe a gradual change: ________ ________ ________

2 Complete the sentences with a suitable word.

1 There will be a period of ________ when the new government takes over.
2 The building was badly damaged, but they are planning to ________ it.
3 As a company we believe in ________, not revolution.
4 They've changed their minds completely: this is a ________ of the previous policy.
5 After years of civil war, the country will find it difficult to ________ back to normal.
6 We will all have to ________ to climate change, or it will be a disaster for the planet.
7 Once the ice caps melt at the poles, the change is completely ________.
8 We'll need time to ________ all the new ideas in their proposed plan.

Remember to test yourself

B Change management

Managing change

Most employees **resist** change that is **enforced** and **imposed upon** them. So, if a company wants to **pursue** a policy that aims to **bring about sweeping**, or even **subtle**, **changes**, managers need to remember that their role is to **facilitate** change and not impose it. This requires an **ongoing consultation** process with the staff, so that any changes have their support before they are **implemented**.

Glossary

resist sth	refuse to accept sth and try to stop it happening. **resistance** N.
enforce sth	make people obey sth (**enforce the law**). **enforcement** N.
impose sth on/upon sb	make sb accept sth against their wishes.
pursue sth	follow or try to achieve sth over a period of time (**pursue a policy/goal**).
bring sth about	make sth happen. SYNS **create sth**, **cause sth**.
sweeping change	a big change that will have an important effect.
subtle	not easy to notice or understand (**subtle difference**). OPP **obvious**.
facilitate sth	make an act or process easier to achieve.
ongoing	continuing to develop (an **ongoing process/investigation**).
consultation	the act of discussing sth with sb before making a decision. **consult sb** V. **consultative** ADJ.
implement sth	make sth that has been decided start to happen. SYNS **carry out sth**, **put sth into practice**. **implementation** N.

3 Positive or negative? Write P or N.

1 They've enforced the change. ________
2 They've resisted any change. ________
3 They've been very consultative. ________
4 They've imposed change. ________
5 They've introduced refreshing changes. ________
6 They want to facilitate change. ________

spotlight **Adjective + *change***

A number of adjectives are commonly used with the noun ***change***:
sweeping/radical/major/wholesale *changes* (= big changes)
*a **refreshing/welcome** change* (= a change that is pleasantly new or different)

4 Replace the underlined words with different words that give a similar meaning.

1 It's only a small difference but we believe it will have an effect. ________
2 He wants to introduce radical changes. ________
3 The new furniture is a welcome change. ________
4 They have the power to make people obey the law. ________
5 They plan to carry out a number of changes. ________
6 The new measures will create further change. ________

5 Complete the words in the text.

When the new head teacher arrived, it was rumoured that she planned to (1) p________ a policy of (2) s________ changes to the way the school was organized, and that she wouldn't be very sympathetic to staff who showed any real (3) r________. However, unlike the former head who never talked to anyone, Mrs Palmer has (4) c________ members of staff, and that has been a (5) w________ change. She set up a staff committee, and we have been involved in an (6) o________ process of (7) c________ for about two months. We have also (8) i________ a few changes which have already made an (9) o________ difference.

Remember to test yourself

28 I can **talk about energy conservation**

A Saving energy in the home

Three easy ways to **conserve** energy in the home

- **Switch to energy-saving eco** light bulbs[1]. They **emit** less heat and last far longer. They may be more expensive, but you can greatly reduce your energy **consumption**.
- Never leave electrical **appliances** such as TVs **on standby**, or leave your mobile phone **charging** unnecessarily. Get rid of your **tumble dryer**: they **consume** masses of energy.
- Every year we throw away thousands of batteries, making **landfill** sites even more toxic. Use **rechargeable batteries**[2], or **better still**, solar **chargers**.

1

2

Glossary

conserve sth	avoid wasting sth. **conservation** N.
switch to sth	change from using one thing to using another.
energy-saving	not wasting much energy (**water-saving**, **labour-saving**).
eco(-)	(short for **ecology**) relating to the environment (**eco-home**, **eco-disaster**).
emit sth	send out sth such as light, heat, sounds, gas, etc. **emission** N.
consumption	the act of using energy, food, or materials. **consume** V (a person is a **consumer**).
appliance	a machine you use at home e.g. fridge, washing machine.
on standby	If a TV is **on standby**, it is connected to the power supply but is not in use.
charge sth (up)	pass electricity through sth to store it there, using a **charger** (N).
tumble dryer	a machine that uses hot air to dry clothes.
landfill (site)	an area of land where large amounts of rubbish are buried.
toxic	poisonous (**toxic chemicals/gases/substances**).
better still	even better (**still** is used to make a comparison stronger).

1 Good or bad, in terms of energy-saving? Write G or B.

1 I left the TV on standby overnight. ______
2 We don't use eco light bulbs. ______
3 I switched to rechargeable batteries. ______
4 Our energy consumption increased. ______
5 The machine emits toxic substances. ______
6 We took energy conservation measures. ______
7 He left the phone charger on all day. ______
8 Our energy emissions are high. ______
9 We avoided sending it to landfill. ______
10 I threw away a water-saving device. ______

2 Complete the sentences. ABOUT YOU

1 Have you got a tumble -______ ? If so, could you manage without it? ______
2 When you ______ your mobile phone, do you leave it plugged in overnight? ______
3 Do you know how much electricity you ______ in an average week? ______
4 How many electrical ______ in your kitchen do you use regularly? ______
5 Do you always turn off lights in rooms you aren't using to ______ energy? ______
6 Do you use rechargeable ______ , or better ______ , a solar ______ ? ______
7 Which energy-______ steps in the article above do you actually take? ______
8 Are you an above-average or below-average ______ of electricity? ______

3 ABOUT YOU Answer the questions in Exercise 2, or ask another student.

Remember to test yourself

B Saving energy in a restaurant

ACORN HOUSE RESTAURANT is London's first truly **environmentally-friendly** restaurant. It's a training restaurant which aims to turn out **green** chefs, making it a **groundbreaking enterprise**. The principles are clear: use local produce which is **in season** to reduce **food miles**; avoid **disposable** products; and **recycle** at least 80 per cent of all waste. Even the building itself has been designed to **maximize** natural light and to **minimize** energy use. In the most **sustainable** restaurant in the capital, everything is done to reduce each customer's **carbon footprint**. Is this the restaurant of the future?

Glossary

green	concerned with or supporting the protection of the environment.
groundbreaking	using new methods or making new discoveries.
enterprise	a large, new project. SYN **venture.**
in season	(of fruit and vegetables) ready for eating now and available in large numbers. OPP **out of season.**
food miles	the distance food travels from where it is grown or produced to where it is consumed.
disposable	made to be thrown away after use. **dispose of sth** V.
recycle sth	treat sth so that it can be used again. **recycling** N.
maximize sth	1 make the best use of sth. 2 increase sth as much as possible. OPP **minimize sth.**
sustainable	using methods which do not harm the environment (**sustainable agriculture/energy**). **sustainability** N.
carbon footprint	Your **carbon footprint** shows how much CO_2 is emitted from your personal energy use (**reduce your carbon footprint**).

spotlight *-friendly*

-friendly is often used with nouns, adjectives, and adverbs to mean 'helping a person or thing; not harming them'.
an ***eco-friendly*** *light bulb*
environmentally-friendly *cleaning products*
user-friendly *instructions*
(= easy to use or understand)

4 Tick the word(s) which are possible. One, two, or three may be possible.

1 Using natural materials such as cotton or wool is more *environmentally-friendly* ☐ *eco-friendly* ☐ *user-friendly* ☐ than using man-made fabrics.
2 We should try to eat food which is *in season* ☐ *out of season* ☐ *disposable* ☐.
3 We should try to reduce *food miles* ☐ *our carbon footprint* ☐ *sustainability* ☐.
4 In new buildings, it's important to *minimize* ☐ *maximize* ☐ *dispose of* ☐ natural light.
5 The restaurant is an exciting new *enterprise* ☐ *carbon footprint* ☐ *venture* ☐.
6 We are interested in *groundbreaking* ☐ *sustainable* ☐ *green* ☐ projects.

5 Complete the texts.

Two university scientists have been given an award for their (1) g.................... research into ways of (2) r.................... used computers. Their unusual (3) v.................... aims to (4) r.................... 95 per cent of all computer parts, and ensure that the remaining 5 per cent will be (5) d.................... of in a way which (6) m.................... the impact on the environment.

Food (7) m.................... (or food kilometres) are the distance food travels from the farm to your plate. Here at The Good Food Forum we aim to educate communities on this issue, and to encourage consumers to buy locally produced food which is in (8) s.................... .

29 I can discuss wildlife under threat

A Threats to wildlife in general

Word	Example	Meaning
habitat	*Some birds are in danger of losing their* ***habitat****.*	the place where a plant or animal is usually found (**natural habitat**).
deforestation	***Deforestation*** *is a real threat.*	the act of **clearing** forests (= removing trees).
endangered species	*The African elephant is an* ***endangered species****.*	**endangered** in danger because numbers are falling. **species** a group of animals, plants, etc. whose members are similar and can breed with each other.
under threat (of sth)	*Many wild animals are* ***under threat****.*	likely to be harmed or damaged; also **threatened with sth**.
reserve	*We can protect certain species by creating* ***reserves****.*	a protected area for plants, animals, etc. (a **wildlife/nature reserve**).
in the wild	***In the wild****, giant pandas eat bamboo exclusively.*	in a natural environment not controlled by people.
in captivity	*The bear was born* ***in captivity****.*	kept in a zoo or park, etc.
in decline	*Snow leopard populations are* ***in decline****.*	continuously decreasing in number, quantity, etc. (**gradual/steady decline**).
breed v	*Eagles* ***breed***[1] *in spring.* *We* ***breed***[2] *eagles in captivity.*	1 (of animals) have sex and produce young. 2 keep animals in order for them to produce young.
wipe sb/sth out	*Deforestation is* ***wiping out*** *certain species.*	destroy or get rid of sth completely.
die out	*This species of cat is* ***dying out****.*	become less common and eventually disappear.

spotlight ***extinct, extinction***

If a plant or animal is **extinct**, it no longer exists. *Are sharks* ***becoming extinct****?*
The species is ***in danger of extinction****. It is* ***on the verge of extinction****.* (= very close to extinction)

1 Is the meaning of the sentences the same or different? Write S or D.

1 The tiger population is in decline.	There are fewer tigers than there were.	
2 We are destroying their natural habitat.	We are destroying the nature reserves.	
3 It is on the verge of extinction.	It is almost extinct.	
4 They breed better in the wild.	They feed better in the wild.	
5 This species is endangered.	This species is under threat.	
6 I've seen widespread deforestation.	I've seen many forests cleared.	
7 In time, it will die out.	In time it will gradually disappear.	

2 Complete the dialogues with a single word in each space.

1 Has the dodo been wiped __________? ~ Yes, it's __________.
2 They're in steady __________, aren't they? ~ Yes, it's just a __________ process.
3 These birds are in __________ of extinction. ~ That's awful. Can they __________ more?
4 Did you see them __________ captivity? ~ No, I was lucky – I saw them in the __________.
5 I went to a nature __________ last year. ~ It's great to see animals in their natural __________.
6 There's far too much fishing of cod.~ Yes, many __________ of fish are __________ extinct.

Remember to test yourself

B Threats to an endangered species

Under threat: **the rhino**[1]

- **Poaching:** This **poses** the greatest **threat to** this species, despite the ban on trade in **rhino horn**[2], which is particularly **sought after** for medical or decorative use.
- **Civil disturbance:** War **diverts funds** from conservation, and the high levels of **poverty** in affected areas increase the **likelihood** that people will turn to poaching. In some African countries, civil disturbance has **taken a heavy toll** on rhino populations.
- **Habitat loss:** If people **encroach on** the rhinos' **territory** through deforestation, the consequences are a lack of food and a limited **gene pool** for breeding.

Glossary

poaching	the illegal hunting of animals, birds, etc. (the person is a **poacher**).
pose a threat to sb/sth	create a threat (also **pose a risk/danger to sb/sth**).
sought after	wanted by many people but not easy to get.
divert sth (from sth)	use sth for a purpose that is different from its original purpose.
funds	PL money available to be spent (**raise funds** = collect money).
poverty	the state of being poor.
likelihood	SYN **probability**.
take a heavy toll on sth/sb	have a bad effect on sth.
encroach on/upon sth	FML gradually cover more and more of an area.
territory	an area an animal regards as its own and defends against others. **territorial** ADJ.
gene	a unit of information inside a cell which controls what the living thing will be like (the **gene pool** is the total of all the genes in a species).

3 Cross out the error in each sentence. Write the correct word(s) at the end.

1 Cash will need to be divested from one project to another. ____________
2 Pollution is putting a heavy toll on the seabird population. ____________
3 The factory puts a substantial danger to wildlife in the area. ____________
4 You hear people talk about the genes pool all the time. ____________
5 I'm worried that the new developments are encroaching in the countryside. ____________
6 The horn of the animal is sought over by poachers. ____________
7 It's important to raise fund to support conservation. ____________
8 This poses a threaten to both humans and wildlife. ____________

4 Write a word at the end of the sentence with the same meaning as the underlined words.

1 There is little <u>probability</u> of things improving soon. ____________
2 You should avoid going into the animals' <u>land</u>. ____________
3 He was sent to prison for <u>illegal hunting of</u> birds' eggs. ____________
4 I saw a <u>large heavy animal with a horn on its nose</u> at the zoo. ____________
5 The animal is extremely <u>protective of its land</u>. ____________
6 Living in <u>a situation with very little money</u> is common in Africa. ____________

Remember to test yourself

30 I can describe medical advances

A revolutionary era in medical advances

In recent **decades**, we have witnessed radical changes in **conventional** medicine:

- Fifty years ago, **scanners**[1] did not exist. **Diagnostic** tools were **restricted** to **stethoscopes**[2] and basic x-ray machines.
- Until recent years, children were **prone to** certain infectious diseases, for which there was no effective **cure**. **Vaccines** have almost **eradicated** some of these **conditions**.
- In the past, if you needed a major operation, you would be **confined to bed** for weeks. Today many operations use less **invasive procedures**, requiring day surgery only.
- In the past, the **mortality rate** for patients with **organ** failure, such as heart, lung, or kidney failure, was 100 per cent. Today, **transplants** can allow patients to **resume** a normal life.
- The **survival rate** for many cancers has improved considerably over recent decades, due to the development of **chemotherapy** to treat the condition.

1

2

Glossary

era	a period of time that has a particular quality or character.
advance(s) (in sth)	progress made in science, medicine, technology, etc.
decade	a period of ten years.
conventional	usual or traditional; not new or different. **convention** N.
diagnostic	used for finding out what physical or mental problem sb has. **diagnose** V. **diagnosis** N.
restrict sth (to sth)	limit the size, number, or amount of sth. **restriction** N.
prone to sth	likely to suffer from sth (also **accident-prone**).
cure	a medical treatment that makes a sick person well again. **cure** V. **curable** ADJ. OPP **incurable**.
vaccine	a substance which is put into the blood and protects the body from disease (the process of giving **vaccine** is **vaccination** N). **vaccinate** V.
eradicate sth	destroy or get rid of sth (bad) completely. SYN **wipe sth out**.
condition	a long-term illness or medical problem.
be confined to bed / a wheelchair	have to stay in bed / a wheelchair.
invasive	(of medical treatment) involving cutting of the body. **invasion** N. **invade** V.
procedure	a medical operation or investigation (**carry out / perform a procedure**).
organ	a part of the body that has a particular purpose, such as the heart or brain.
transplant	an operation in which a damaged organ is replaced with one from a **donor** (= sb who gives part of their body, blood, etc.). **transplant** V.
resume sth	FML begin sth again after an interruption. **resumption** N.
chemotherapy	the treatment of diseases, especially cancer, by drugs.

spotlight ***rate***

A **rate** is a measurement of the number of times something happens within a period, e.g. the **mortality/death rate** is the number of people dying; the **survival rate** is the number of people continuing to live despite a serious illness.
*The **birth rate rocketed**.* = The number of babies born rose sharply.
*The **accident rate plummeted**.* = The number of accidents fell sharply.

Remember to test yourself

1 Complete the table.

Noun	Verb	Adjective
	invade	
	cure	
	resume	xxxxxx
convention	xxxxxx	

Noun	Verb	Adjective
vaccine, ______		xxxxxx
diagnosis		
	transplant	xxxxxx

2 Write *yes* or *no*.

1 If a disease is wiped out, does it mean it has been restricted? ______
2 Does an organ donor receive an organ from someone else? ______
3 If you're prone to injury, are you more likely to be injured than most people? ______
4 If you have a disease which is diagnosed, does it mean you are better? ______
5 Is flu usually described as a medical condition? ______
6 Are we living in a technological era? ______
7 If your dentist takes your tooth out, is it usually an invasive procedure? ______
8 Has heart disease been eradicated in the world? ______
9 If something plummets, does it go down? ______
10 If the accident rate rockets, is that a good thing? ______

3 Match 1–10 with a–j.

1 They have been doing research on the disease for a
2 There's a prize for the most important technological
3 After the operation, she was confined
4 My sister is prone
5 I needed to know the current survival
6 The surgeons had to perform a delicate medical
7 His life was saved thanks to an organ
8 Cancer treatment is often in the form of
9 It's her third cycling injury; she's really accident-
10 Sadly, this disease is thought to be

a chemotherapy.
b decade.
c transplant.
d incurable.
e to depression.
f prone.
g rate.
h to bed.
i advance.
j procedure.

4 Complete the dialogues.

1 A The brain disease meningitis C has been ______ ______, I believe.
B Yes, it's been almost completely ______. That's brilliant news.
2 A In some areas, lung cancer treatment is ______ to non-smoking patients only.
B Yes, I think that may be true for patients needing an organ ______ as well.
3 A The government has a policy to ______ the elderly against flu.
B I know, but there's often a shortage of the appropriate ______ when it's needed.
4 A I'm not in favour of drug treatments; I just don't trust ______ medicine.
B Really? But there have been some fantastic ______ in drugs in the last few years.
5 A The mortality ______ in the UK has been falling since the 19th century.
B That's true. ______ rates have improved particularly among the very young.
6 A The surgeons had to ______ a highly invasive procedure on Jason.
B Yes, he was ______ to bed for ages, but he's recovering well, thank goodness.

Remember to test yourself

31 I can **talk about communication technology**

A Computer jargon

Word	Example	Meaning
jargon	*She used a lot of technical* ***jargon*** *in her explanation.*	OFTEN DISAPPROVING special words and phrases used by people who do the same kind of work.
password	*Never tell anyone your* ***password****.*	the secret numbers or letters you have to put into a computer in order to use it.
username	*My* ***username*** *is LuluG.*	the name you use to operate a computer or program.
log on/in OPP **log off/out**	*When you* ***log on, enter*** *a username or password.*	perform the actions that let you start to use a computer system.
scroll (up/ down)	***Scroll up*** *and* ***down*** *the page using the* ***scroll bar****.*	move text on a screen up or down so that you can read different parts.
google sb/sth SYN **do a search (on sth/sb)**	*I found him by* ***googling*** *him /* ***doing a*** *web* ***search on*** *him.*	type words into a search engine to find information about sb/sth.
link	*Click on the* ***link*** *at the bottom of this page.*	a connection between one file or document and another on the web.
spam **spamming**	*I hate* ***spam****; I spend ages deleting it from my inbox.*	unwanted email advertisements; you **block spam** (= prevent it) with **anti-spam filters**.
virus N.	*Have you got* ***anti-virus protection****?*	a program that enters your computer and destroys or damages your data.
hack into sth	*They* ***hacked into*** *the bank and stole thousands.*	use a computer to connect secretly to sb else's computer and find or change information on it.

1 Correct the errors.

1 stroll up a document ____________
2 enter your passport ____________
3 use computer jargot ____________
4 hack onto someone's computer ____________
5 anti-viro protection ____________
6 cyber-learning ____________
7 make a web search ____________
8 black spam from your inbox ____________

spotlight ***e-* and *cyber-***

e- and **cyber-** are used with nouns to mean 'related to the internet':
an **e-business** (a web-based company)
e-learning (learning that takes place on computers or the internet)
a **cyber-café** (a café where people pay to use the internet. SYN **internet café**)
cyberspace (the imaginary place where emails exist when being sent between computers).

2 Complete the text.

I spend a lot of time on the internet for my work (I'm a TV researcher), but I have to say I'm not very good at it. For a start, when I go to a website, I often forget my (1) p____________ or (2) u____________, and of course, I can't (3) l____________ in until I find it. I spend a lot of time trying to find information about TV personalities; I (4) g____________ their names and go to various websites, and sometimes I find (5) l____________ to other sites with more information. I often forget to save these sites, which means each time I have to start again and do another (6) s____________. Still, my brother is brilliant with computers, so he looks after various things like protecting me against computer (7) v____________ or providing anti-spam (8) f____________. One of these days, I'll do a course and learn how to use my computer properly.

B Video sharing

YouTube, the **phenomenally** successful video-sharing website, was **dreamt up** over dinner by three Americans in 2004. They produced a simple routine for taking videos in any **format** and making them play in any **web browser** on any computer. They built a **virtual** video village where **registered users** could **upload** their own **videoblogs** and **clips**, and watch and **rate** other people's. The rise of such websites **coincided** with the availability of cheap **camcorders**, and **alongside** that, the development of easy-to-use **software**.

Glossary

phenomenally	in a very great or impressive way. **phenomenal** ADJ.
dream sth up	INF have an idea, especially an unusual one. SYN **think sth up**.
format	(in computing) the way data is organized in a computer file or program.
(web) browser	a program that lets you look at files on the internet.
virtual	(in computing) created by computers or appearing on computers or the internet (a **virtual community**, a **virtual office**, **virtual reality**).
registered user	a person whose username and password are recorded on a website, so they can enter it.
upload sth	send a file, video, etc. from your computer to a larger system using the internet. OPP **download sth**.
videoblog	a personal video made by sb on sth they are interested in.
(video) clip	a short part of a video or film.
rate sth	say how good you think sth is, e.g. good, acceptable, or bad.
coincide with sth	happen at the same time as sth else. **coincidence** N.
camcorder	a video camera that can be carried around.
alongside sth/sb	together or at the same time as sth/sb.
software	the programs used to operate a computer (**install/run** a piece of **software**).

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3 True or false? Write T or F.

1 You make a videoblog on a camcorder. ____
2 If you rate a clip as phenomenal, you think it's terrible. ____
3 If you are a registered user of a website, the site knows your name. ____
4 You need a browser to look at documents. ____
5 If two events coincide, one happens before the other. ____
6 If one event happens alongside another, they happen at the same time. ____

4 Complete the sentences with a suitable word.

Have you ever …

	ABOUT YOU
1 ________ a piece of software onto your computer and had problems?	____
2 become a ________ user of a website and then received a lot of spam?	____
3 watched a ________ on YouTube, and ________ it as good?	____
4 ________ a video clip onto a website yourself?	____
5 been part of a ________ community on the internet?	____
6 ________ up a brilliant idea for a website?	____
7 ________ free software from the internet onto your computer?	____
8 converted a video file from any ________ to any other one?	____

5 ABOUT YOU Answer the questions in Exercise 4, or ask another student.

Remember to test yourself

32 I can **talk about migration**

A People on the move

Word	Example	Meaning
flee (from) sth/ sb	*We saw long queues of people* ***fleeing*** *the war.*	escape from a dangerous situation, place, or person very quickly.
refugee	*Many* ***refugees*** *have crossed the border to escape the war.*	a person who is forced to leave their country for political/religious reasons.
seek/take refuge (from sth/sb)	*The men had to* ***take refuge*** *in the French embassy.*	find shelter or protection from trouble or danger.
(political) asylum	*The numbers seeking* ***asylum*** *have increased recently.*	the protection a country gives to a refugee (**seek asylum**, **apply for asylum**).
ethnic minority **ethnic group**	***Ethnic minorities*** *make up almost 10 per cent of the town's population.*	a group of people with the same culture or race living in a place where most people are of a different culture/race.
be uprooted	*Following the flooding, many villagers* ***were uprooted****.*	be made to leave the place where you live and go somewhere else.
discrimination **discriminate** V	*He had become a victim of racial* ***discrimination****.*	the practice of treating a person or group in society less fairly than others.
deport sb **deportation** N	*Foreigners may be* ***deported*** *if they enter the country illegally.*	force sb to leave a country, often because they have no right to be there.
prejudice (against sb/sth) **prejudiced** ADJ	*There is no* ***prejudice against*** *people from the ethnic community.*	an opinion about sb/sth that is not based on reason or experience, especially a dislike based on race, religion, etc.

1 Circle the correct word(s). Both words may be correct.

1 In 2001, over 250,000 people deported / emigrated to Canada.
2 Most refugees who seek / apply asylum do so in a country neighbouring their own.
3 The villagers took refugee / refuge in the nearby towns.
4 The council are seeking the opinions of members of the economic / ethnic minority.
5 People fled / flew in terror to escape the flood.
6 Ignorance is often behind the prejudice / prejudiced against the incoming economic migrants / emigration.
7 Women and children were forced to seek / take refuge in the local church.

spotlight ***migration***

Migration is the movement of people or animals from one place to another. More specifically, **immigration** is the process of coming to live in a country that is not your own (people are **immigrants**). The opposite process of going to live in another country is **emigration** (**emigrate** V; people are **emigrants**). People who move abroad to find a better job are often called **economic migrants**.

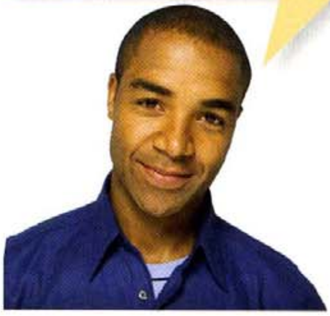
2 One word is missing in each line. What is it, and where does it go?

1 There's no limit on the number of people granted political in this country. ....
2 Racial and sexual is against the law in matters of employment. ....
3 Economic to richer countries has existed for centuries. ....
4 There's been a rise in the of illegal workers back to their home countries. ....
5 Nearly half a million people were forced to their homes during the civil war, ... and many of them refuge in the mountains, away from the fighting. ....
6 Many families uprooted against their will to make way for the new road. ....

Remember to test yourself

B Migration: a personal experience

Moving from my **native** country was a huge **culture shock**. There was a lot I had to **get accustomed** to – not least the food! But I didn't suffer the prejudice or **animosity** that some migrants complain of. People have accepted me for what I am, including my religious **faith**; they've seen beyond the **stereotype**. And for my part, I recognize the need for **integration** in order to be able to **live at peace with** my neighbours. I still have feelings of **nostalgia** for the place where I grew up, but this is home now, and I have no **desire** to go back.



Glossary

native	connected with the place where you were born and lived for the first years of your life (**native country/land/city**).
culture shock	a feeling of confusion and anxiety often felt by people staying in another country.
animosity (towards sb)	a feeling of anger or hatred. SYN **hostility**.
faith	a strong belief in sth (this is often a **religious faith**).
stereotype	a fixed idea of what a particular type of person or thing is like, but which is often not true in reality. **stereotypical** ADJ.
integration	the process of becoming a full member of a group or society. **integrate (into sth)**.
live at peace with sb	live without quarrelling with others.
nostalgia	a feeling of sadness mixed with pleasure when you think of happy times in the past. **nostalgic** ADJ.
desire	a strong wish (**have no desire to do sth**).

spotlight Getting used to things

If you **get accustomed to (doing) sth**, or **get used to (doing)** it, you become familiar with it and accept it as normal. If you **get acclimatized (to sth)**, you become familiar with a new climate or situation. If you **get the hang of sth** INF, you learn how to do, use, or understand something.

3 Cross out the word which is wrong. Write the correct word at the end.

1 Why is there so much animosity for politicians here? ________
2 I couldn't stop sweating at first, but now I'm starting to get acclimated. ________
3 Do you have feelings of nostalgic about your childhood? ________
4 He doesn't fit the stereoscope of a typical 30-year-old businessman. ________
5 The government policy is to aid newcomers' integrity into society. ________
6 I'm a natural New Yorker; in fact, I've never lived anywhere else. ________

4 Complete the dialogue.

A Amy, when you first emigrated, what kinds of things did you have to get (1)________ to?

B The main thing was the climate! But seriously, in my (2)________ country, many people no longer have a strong religious (3)________, whereas here, religion is at the heart of people's lives, so that added to my sense of culture (4)________. I discovered that people had a (5)________ view of how Western women behave, as they seemed surprised when they got to know me. I dressed appropriately and behaved sensitively, as I had no (6)________ to alienate people. Ultimately I was keen to (7)________ into society as best I could. And to be truthful, I've never felt any (8)________ towards me. People here just want to live at (9)________ with each other, as I do. Actually, the worst thing was the transport system – it took me ages to get the (10)________ of it!

Review: A changing world

Unit 27

1 Complete the words in the dialogues.

1 Can we stop the decline? ~ No, it's i________ .
2 Were the changes obvious? ~ No, they were quite s________ , actually.
3 Has the consultation stage ended? ~ No, it's o________ .
4 Were the changes very noticeable? ~ Oh, yes, they were s________ changes.
5 Has the firm reverted to its old name? ~ Yes, it's g________ b________ to calling itself AGD.
6 Will the plan be carried out? ~ Yes, he's putting it into p________ at once.

A Z more words: ***change*** *hands, instigate, revoke, turn the* ***corne****r, tweak,* ***change*** *of heart,* ***go*** *back on sth*

Unit 28

1 Complete the chart with one word in each space.

How to be ________ : dos and don'ts

☺ Eat locally produced fruit and vegetables to reduce food ________ .
☺ Try to eat fruit and vegetables that are in ________ .
☺ ________ most of your waste rather than throwing it away.
☺ Use energy-________ light bulbs, which ________ less CO_2.
☺ Use ________ batteries.
☹ Don't use a tumble ________ : it ________ masses of energy.
☺ Maximize natural light in order to ________ the use of electric lights.
☹ Don't leave electrical appliances such as TVs on ________ .
☹ Avoid things which are ________ and designed to be thrown away after use.

A Z more words: *carbon emission,* ***renewable*** *energy source, thermostat, insulation,* ***draught*** *excluder,* ***solar*** *panel*

Unit 29

1 Complete the sentences on the right with a single word that keeps the same meaning.

1 It is because they're cutting down trees.	It is because of ________ .
2 Some species no longer exist.	Some species have been ________ out.
3 Rhinos could disappear altogether.	Rhinos are in danger of ________ .
4 It's where the animals normally live.	It's the animals' natural ________ .
5 Can they breed them in zoos?	Can they breed them in ________ ?
6 You see them in their natural environment.	You see them in the ________ .
7 They are mostly in protected areas.	They are mostly in nature ________ .
8 It's having a very bad effect.	It's taking a very heavy ________ .

A Z more words: *put in* ***jeopardy****,* ***adverse*** *effect, biodiversity, deplete,* ***indigenous*** *species*

Unit 30

1 Circle the words that are possible. One, two, or three may be possible.

1 Modern medicine has transplanted / eradicated / wiped out many diseases.
2 The doctors had to perform a very evasive / invasive / persuasive procedure.
3 He was confined to bed / a sofa / a wheelchair.
4 It was a significant era / decade / period in medical science.
5 The doctors have managed to limit / restrain / restrict the spread of the disease.
6 It's a serious medical condition / illness / situation.
7 After an operation it can take time to presume / perform / resume a normal life.
8 The heart is one of the vital aspects / parts / organs of the body.

AZ more words: *heart* ***bypass****, radiotherapy,* ***alternative*** *medicine, hip/knee/shoulder* ***replacement****, general/local* ***anaesthetic****,* ***administer*** *drugs/medicine*

Unit 31

1 Finish each word or phrase in two different ways.

1 log ________ OR log ________	4 e-________ OR e-________
2 cyber ________ OR cyber ________	5 virtual ________ OR virtual ________
3 scroll ________ OR scroll ________	6 ________ OR ________load something

2 Complete the words in each sentence.

	ABOUT YOU
1 Have you ever made your own personal **video**________?	________
2 Do you ever forget your **pass**________?	________
3 Do you ever use a **cam**________?	________
4 Do you **up**________ many files or videos?	________
5 Do you find it easy to **in**________ software on your computer?	________

3 ABOUT YOU Write your answers to Exercise 2, or ask another student.

AZ more words: *screensaver, computer* ***geek****, firewall, netiquette,* ***zip/compress*** *a file, bug*

Unit 32

1 Complete the text with suitable words.

Kamil was forced to (1)________ from his (2)________ Somalia after three members of his family were killed, and his life was also endangered. He took (3)________ in Uganda for several months before seeking political (4)________ in Britain. When he arrived, he obviously experienced a huge culture (5)________, although he did not suffer any racial (6)________. He says his religious (7)________ is still strong despite what he has been through, and he is just happy to be able to live at (8)________ with his neighbours, despite his obvious feelings of (9)________ for his own country.

AZ more words: ***brain*** *drain, feel alienated, outsider, displacement, hardship,* ***dual*** *nationality*

33 I can **discuss health services**

A Healthcare services

Healthcare services: **frequently asked questions**

- How do I **register with** a GP?
- How do I get a **referral** to a specialist?
- Can I request a **second opinion**?
- Are medical records strictly **confidential**?
- What if I suspect medical **negligence**?
- How do I **access out of hours** care in my area?
- Can I get **cosmetic surgery free of charge**?
- How can I **get hold of** data about **clinical trials**?
- Is **complementary medicine** freely available?

Glossary

register (at/for/with sth)	put your name on an official list (**enrol** = register to join a course, school, etc.).
referral	the act of sending sb to get professional help (**be referred to sb**).
second opinion	advice from another person (i.e. not the original doctor).
confidential	meant to be kept secret (**strictly confidential**). **confidentiality** N (**protect patient/ client confidentiality**).
negligence	fml failure to give proper care or attention. **negligent** ADJ.
access sth	fml reach, enter, or use sth (**gain/have access to sth**).
out of hours	when a surgery, office, etc. is closed.
cosmetic surgery	medical treatment intended to improve sb's appearance (surgical repair after accidents, burns, etc. is called **plastic surgery**).
free of charge	If sth is **free of charge** it costs you nothing.
get hold of sth	find or obtain sth (**get hold of sb** = find or contact sb).
clinical trial	a piece or period of research on the effectiveness or safety of drugs or treatment.
complementary medicine	treatments that are not part of traditional Western medicine, e.g. acupuncture.

1 Make six phrases from the box.

protect someone's   get hold   clinical   enrol   strictly   cosmetic
on a course   surgery   of something   confidential   confidentiality   trial

....
....

2 Complete the text.

When you move to a new area, you need to (1) .... with a doctor. With most surgeries, if you need out of (2) .... care and your doctor is not available, there will be an answerphone message, and you will be (3) .... to another doctor. If you have a serious problem which involves seeing a specialist, you can get a (4) .... by asking your GP to write to the hospital. If you aren't happy with the specialist's diagnosis, ask for a second (5) .... You can gain (6) .... to your medical records at your GP's surgery. All health care is free of (7) .... , even plastic (8) .... if it is for medical reasons, and some surgeries also make use of complementary (9) .... If you are unhappy with your treatment and suspect medical (10) .... , you should speak to the medical staff first before taking any further action.

3 ABOUT YOU Answer the questions at the top of the page about your health service.

Remember to test yourself

B In hospital: patients' experiences

The nursing staff immediately **put me at my ease** and I was **kept informed** at all times.

Sister Ann's ward was **spotless**, and everything was done with **meticulous** care. **Nothing was too much trouble**.

I had **keyhole surgery** on my knee; apart from a **mix-up** over my notes, the treatment was **second to none**.

I know staff were **rushed off their feet**, but no one **took any notice of** my calls for help.

I was **admitted** to the ward, seen by a **junior** doctor, then nothing happened for two days!

spotlight A stay in hospital

If you need medical care, you may be **admitted to hospital** (= taken there and treated). After treatment, you are **discharged** (= given permission to leave). Then you may go home to **convalesce** (= spend time recovering). **convalescence** N. SYN **recuperate**, **recuperation** N.

Glossary

put sb at (their) ease	make sb feel relaxed and not nervous.
keep sb informed	continue to give sb information about sth.
spotless	perfectly clean (also **spotlessly clean**). SYN **immaculate**.
meticulous	paying careful attention to every detail. SYN **fastidious**.
nothing is too much trouble	= sb is always ready to help.
keyhole surgery	a medical operation in which only a very small cut is made in the body.
mix-up	INF a situation full of confusion due to a mistake. SYN **muddle**.
second to none	If a treatment is **second to none**, it is the best.
rushed off your feet	extremely busy, with too many things to do.
take (no) notice of sb/sth	pay (no) attention to sth/sb.
junior	having a low rank in an organization or profession. OPP **senior**.

4 Is the meaning the same or different? Write S or D.

1 There was a bit of a mix-up.	There was a bit of a muddle.	
2 The doctor ignored me.	The doctor took no notice of me.	
3 The treatment was second to none.	The treatment was inferior.	
4 She convalesced at home.	She recuperated at home.	
5 Nothing was too much trouble.	The care was too much trouble.	
6 The rooms were spotless.	The rooms were immaculate.	
7 When were you discharged?	When were you admitted?	
8 Did they put you at your ease?	Did they make it look easy?	
9 She's meticulous about cleaning.	She's fastidious about cleaning.	

5 Complete the sentences with a suitable word. ABOUT YOUR COUNTRY

1 In hospital, patients are always ______ informed about their treatment. ______
2 Keyhole ______ is increasingly common these days. ______
3 Staff in hospitals are ______ off their feet all the time. ______
4 There are more senior doctors than ______ doctors. ______
5 All the wards in our local hospital are ______ clean. ______
6 Recuperation (or ______) always takes place at home. ______

6 ABOUT YOUR COUNTRY Are the statements in Exercise 5 true about your country? Write your answers or ask another student.

Remember to test yourself

34 I can **talk about local government**

A Local election manifesto

Independent Party **manifesto** for the local **council** elections. We will:

- **Stand up for** the community and speak **on behalf of residents** on green issues.
- **Take** complaints **seriously**, and **give** neighbourhoods **a say** in local decisions.
- **Allocate** better funding for youth projects and **ensure** they are properly managed.
- Provide **grants** for **voluntary** organizations helping with the elderly and disabled.

Glossary

manifesto	a written statement by a political party saying what they believe in and what they intend to do.
council	the organization that provides local government in a city or area. A **councillor** is an elected member of the council.
stand up for sth/sb	support or defend sth/sb. SYN **stick up for sb** INF.
on behalf of sb / on sb's behalf	as the representative of sb.
resident	a person who lives in a particular place. (This is also a meaning of **citizen**, although **citizen** can also mean a person with legal rights in a country.)
take sth/sb seriously	think that sth/sb is important and deserves respect.
say	the right to take part in deciding sth (**give sb a say / have a say in sth**).
allocate sth	give sth officially to sb/sth for a particular purpose.
ensure sth	make sure that sth happens or is definite.
grant	a sum of money given, often by the government, for a purpose.
voluntary	(of work) done by people (**volunteers**) who choose to do it without being paid (the **voluntary sector** includes organizations called **charities / charity organizations**, which help people in need).

1 Complete the words.

1 r…s…d…nt
2 …ns…re
3 v…l…nt…ry
4 co…n…l
5 ch…r…ty
6 …ll…c…te
7 m…n…f…st…
8 co…n…ll…r

2 One word is incorrect in each sentence. Cross it out and write the correct word at the end.

1 I've read the manifests and they all say the same thing. ……………
2 They should give us a say to what happens in our city. ……………
3 Do you think the councillors will make our ideas seriously? ……………
4 My sister's done a lot of work for the volunteer sector. ……………
5 She spoke movingly on behalf for all of us. ……………
6 They should stand out for people who don't have a say. ……………

3 Complete the sentences.

1 There are no local …………… in my town who speak on my …………… .
2 How much do local …………… help …………… organizations such as 'Help the Aged'?
3 I don't really feel I …………… a say in local politics.
4 Local politicians should …………… up for people and …………… their ideas seriously.
5 Do you think you can get a …………… from the council to improve your home?
6 There are thousands of British …………… living in other parts of Europe.

Remember to test yourself

B The role of the mayor 🎧

The **Mayor** of London is elected by any Londoners **eligible** to vote, and has quite a **high profile**. The mayor is the capital's **spokesperson**; he has a range of powers and duties, such as **promoting** economic development. He **sets** the annual **budget** for the Greater London Authority (the **strategic city-wide** government for London). He heads the Metropolitan Police Authority (which provides **policing** in the capital), the Fire Service, the London Development **Agency**, and finally, Transport for London (which controls the transport **network**). He also **chairs** meetings of the board of Transport for London.

Glossary

mayor	the most important chosen or elected official in a town or city.
eligible	allowed by rules or laws to do or receive sth. OPP **ineligible**.
high profile	A person or thing with a **high profile** gets attention and is easily noticed (*a **high-profile** job*).
spokesperson	a person who speaks on behalf of a group or an organization.
promote sth	help sth to happen or develop. **promotion** N.
budget	the amount of money a person or organization has to spend on sth (**set a budget** = decide a budget).
strategic	carefully planned in order to achieve a particular goal. **strategy** N.
city-wide	happening or existing across the whole of a city (also **nationwide**, **worldwide**)
policing	the activity of keeping order in a place, using the police. **police** V.
agency	a business or government department that provides a particular service (**employment/advertising/travel agency**).
network	a system of roads, lines, wires, etc. that are connected to each other (**rail/road/underground/network**).
chair (a meeting)	be in charge of (a meeting) (*see spotlight*).

spotlight **Gender**

Some people are offended by job titles which refer only to men.
Neutral: **spokesperson chair/chairperson mayor** Men only: **spokesman chairman**
Women only: **spokeswoman chairwoman mayoress** (= female mayor or mayor's wife)

4 Tick the words which are possible. One, two, or three words may be possible.

1 The robbery has produced a *nationwide* ☐ *city-wide* ☐ *worldwide* ☐ police investigation.
2 Our department is responsible for the *transport* ☐ *budget* ☐ *road* ☐ network.
3 The job has a high *profile* ☐ *policing* ☐ *promotion* ☐.
4 My uncle is the *chairman* ☐ *chairperson* ☐ *chairwoman* ☐ of the transport committee.
5 We heard the *chair* ☐ *spokesperson* ☐ *spokesman* ☐ making a statement to the press.
6 People under 21 may be *eligible* ☐ *ineligible* ☐ *strategic* ☐ to vote in the election.

5 Complete the sentences with a suitable word.

1 We need a large force to .... the city.
2 He .... the city around the world.
3 Mrs Bryant will .... the meeting.
4 He runs an employment ....
5 She sets the annual ....
6 The rail .... is very complicated.
7 If you're over 18, you're .... to vote.
8 We have an elected .... in our city.

Remember to test yourself

35 I can talk about crime and the police

A Organized crime

The Serious **Organized Crime** Agency tackles a range of illegal activities including:

- **drug-trafficking**, which is considered to pose the greatest threat to the UK in terms of organized criminal involvement, the illegal **proceeds** obtained, and the overall harm caused.
- immigration crime, which includes both people-**smuggling** and **human-trafficking**, that is, trafficking people for criminal **exploitation**, such as **forced labour**.
- **fraud** committed against individuals or companies often by organized **gangs**, for example investment fraud, when people are **enticed** to pay money against false promises of returns.

Other threats include **forgery** of official documents and the use of **firearms**.

Glossary

organized crime crime committed by professional criminals working in large groups.

trafficking the buying and selling of sth illegally. **drug-/human-trafficking.**

proceeds (of sth) the money you receive when you sell or organize sth.

smuggling the crime of moving goods or people illegally into or out of a country. **smuggle sth/sb** v.

exploitation DISAPPROVING a situation in which sb treats sb else unfairly in order to make money from their work. **exploit sb** v.

forced labour hard physical work that sb is forced to do.

fraud the crime of obtaining money from sb by tricking them. **defraud sb** v.

gang a group of criminals working together.

entice sb to do sth persuade sb to do sth, usually by offering them sth.

forgery the crime of making an exact copy of documents or works of art in order to make money by selling them. **forge sth** v.

firearm FML a gun that can be carried.

1 Tick the words which describe an illegal activity.

1 smuggling ______
2 gang ______
3 entice someone ______
4 fraud ______
5 forgery ______
6 firearm ______
7 forced labour ______
8 drug-trafficking ______

2 Complete the words in the sentences.

1 The gang were accused of d__________ the company of $300,000.
2 Six boys were rescued at the border, and the men were charged with human-t__________ .
3 In the developing world, large companies e__________ young children in order to make goods cheaply.
4 A man was arrested for attempting to s__________ illegal weapons through customs.
5 Most o__________ crime is financially motivated, while some is politically motivated.
6 The police believe the men are responsible for the f__________ of hundreds of passports.
7 In internet fraud schemes, victims may be e__________ to give their bank account details with the false promise of financial returns. Criminals use the p__________ to finance further schemes.

3 ABOUT YOU AND YOUR COUNTRY Which crimes in the text are people in your country most concerned about? Which are the most difficult to solve, and why? Write your ideas, or discuss them with another student.

Remember to test yourself

B An arrest

An arrest is when a police **constable** lawfully **detains** someone suspected of an offence. In the UK, the police can arrest you if they have a valid arrest **warrant** (**issued** by a **magistrate**), or if they have reasonable **grounds** for suspecting you have committed or **are about to** commit an offence. You are **cautioned** and then taken to a police station as soon as possible. Once you are **in custody**, you have the right to legal advice from a **solicitor**. If there is sufficient evidence, the police will charge you; you will then appear in court where a magistrate will decide whether you should be **remanded in custody** or **released on bail**.

Glossary

detain sb	keep sb in an official place, e.g. a police station, and prevent them from leaving (**be detained in custody**).
warrant	a legal document signed by a judge that allows the police to do sth; a judge **issues a warrant**.
magistrate	an official who acts as a judge in trials involving minor offences.
grounds (for sth)	PL, FML good or true reasons for saying or doing sth (**reasonable grounds for sth, on the grounds that ...**).
be about to (do sth)	be going to do sth very soon.
caution sb	FML warn sb officially that anything they say may be used against them as evidence in court.
custody	the state of being in prison while awaiting trial (**in custody**).
solicitor	a lawyer who gives legal advice and prepares documents.
remand sb	send sb away from court until their trial (**remanded in custody** = sent to prison until the trial).
bail	money left with a court to ensure that a prisoner will return for their trial (a judge **releases sb on bail / grants bail** or **refuses bail**).

4 Write your answers.

1 Who has a lower rank than a sergeant? ____________
2 Who is above a sergeant? ____________
3 Who is the head of a regional force? ____________
4 Who issues an arrest warrant? ____________
5 Who detains someone? ____________
6 Who offers legal advice? ____________
7 Who is able to grant bail? ____________
8 Who is remanded in custody? ____________
9 Who may be refused bail? ____________

spotlight The police

A **police officer** is any member of the **police force**. In the UK, a (**police**) **constable** (**PC**) is an officer of the lowest **rank** (= position in an organization). Above the rank of constable is the **sergeant**, the **inspector**, and so on. The **chief constable** is the head of each regional police force.

5 Complete the text.

ARRESTED IN ROAD RAGE INCIDENT

An 82-year-old man is facing prison after a road rage incident in which he allegedly pointed a gun at another driver and was, allegedly, (1) a____________ to use it. A young (2) p____________ constable (3) d____________ the man at the scene of the crime on the (4) g____________ that he was in possession of an illegal firearm. He was (5) c____________ at the roadside, and then taken to the police station. Once in (6) c____________, the suspect refused to say anything and also refused his right to speak to a (7) s____________. The police later charged him, and the man will now appear before a (8) m____________ tomorrow morning, when he hopes to be (9) r____________ on bail.

36 I can discuss prisons

A The prison system

Since the **abolition** of **capital punishment** in the UK, time in prison is the most serious punishment allowed by law. It satisfies our need for **retribution**, and longer sentences are meant to be a **deterrent**. Furthermore, criminals who are **locked up** are no threat to society, and **rehabilitation** programmes in prison give criminals a chance to **turn over a new leaf**. However, the current system is **in crisis**. More people are being **imprisoned**, over 60 per cent **reoffend**, and for some criminals, prison is simply **regarded** as an **occupational hazard**. Is it just our way of **taking revenge**? If so, can we **justify** its continued existence?

Glossary

abolition	the official ending of a law, system, or institution. **abolish sth** V.
capital punishment	punishment by death.
retribution	FML severe punishment for sth serious that sb has done.
deterrent	a thing that makes sb less likely to do sth. **deter sb** V.
lock sb up	INF put sb in prison. SYN **imprison sb. imprisonment** N.
rehabilitation	the process of helping people to live a normal life after they have been ill or in prison. **rehabilitate sb** V.
turn over a new leaf	change your behaviour and become a better person.
in crisis	in a period of great difficulty and uncertainty.
reoffend	FML commit a crime again (a person is a **reoffender**).
regard sth/sb as sth	think about sth/sb in a particular way.
occupational hazard	a risk or danger (= hazard) that is part of a job.
take revenge	take action to punish sb because they made you suffer.
justify sth	show that sth is right or fair. **justification** N. **justifiable** ADJ.

1 Rewrite the sentences on the left, using the sentence beginnings on the right.

1	He's been imprisoned.	He's been locked ______ .
2	She thinks of me as a friend.	She regards ______ .
3	He wants to change and become better.	He wants to turn ______ .
4	Can we justify the prison system?	Is the prison system ______ ?
5	He was imprisoned for life.	He got life ______ .
6	It changed after they abolished the law.	It changed after the ______ .
7	It's one of the risks of the job.	It's an ______ .
8	Do many people commit a crime again?	Are there many ______ ?

2 Complete the words in the sentences, then write your own answers, or ask another student.

ABOUT YOU

1 Do you believe you can r______ most criminals? ______
2 Do you think prison is an effective d______? ______
3 Do you believe in c______ punishment? ______
4 Would you like to a______ anything in your prison system? ______
5 Is there ever any justification for taking r______? ______
6 Is the prison system in c______ in your country? ______

Remember to test yourself

B A different system

GRENDON is not a typical prison. It is constructed **exclusively** on the principles of group **therapy**, and operates as a 'therapeutic community' for offenders. The **inmates** are all serving long sentences, and a high **proportion** are guilty of violent crime. Yet the prison **deviates from** the normal system in almost every way, with an absence of physical force and **segregation**. The prison is divided into five **self-contained** communities, the inmates are not **confined** in **cells**, and decisions are only taken with their **consent**.

spotlight ***self-***

Before nouns and adjectives, **self-** means of, to, or by yourself.
Self-contained *communities* exist without outside help.
With a ***self-catering*** *holiday*, you cook for yourself.
Self-assessment is when you judge your own progress and achievements.

Glossary

exclusively	only, and with nothing else (e.g. *We rely **exclusively** on aid.*).
therapy	treatment of a physical or mental problem or illness (**group therapy** involves discussing each other's problems). **therapeutic** ADJ.
inmate	a person living in a prison.
proportion	a part or share of the whole amount or number.
deviate from sth	be different from what is normal. **deviation** N.
segregation	the policy of separating people of different sex, race, religion, etc. **segregate** V.
confine sb/ sth in sth	keep sb/sth within an enclosed area. **confinement** N.
cell	a lockable room for prisoners in a prison or police station.
consent	agreement about sth (**by common consent** = with everyone's agreement; **by mutual consent** = with the agreement of both parties involved). **consent** V.

3 Circle the correct word(s). Sometimes both words are correct.

1 The men were both confined / contained in a small cell.
2 The plane had to segregate / deviate from the normal route.
3 Many of the prisoners / inmates are serving long sentences.
4 The management course is based on self-catering / self-assessment.
5 I think it requires the parents' agreement / consent.
6 The club is exclusively / inclusively for men; women aren't allowed in.

4 Complete the dialogues with a single word.

1 Do they discuss each other's problems? ~ Yes, it's a type of group ________.
2 Do they separate men from women? ~ Yes, there's a policy of ________.
3 They're locked up every night. ~ Yes, and the ________ are very small.
4 Did everyone agree? ~ Yes, it was by common ________.
5 Are many of the men violent? ~ Yes, quite a high ________.
6 Did you both agree to the deal? ~ Yes, it was by ________ consent.
7 Did the massage help your back pain? ~ Yes, it was very ________.
8 Are the couple very independent? ~ Yes, they're quite self-________.

5 ABOUT YOU What do you think of this prison? Is it likely to be more successful than a normal prison? Write your answers or ask another student.

Remember to test yourself

37 I can talk about the armed forces

A Organization

The US **military comprises** five **branches** in its field of **operations**: army, navy, air force, marine corps, and coast **guard**, all under **civilian authority**. More than 1.4 million people **serve** in the professional full-time military, with a further 1.2 million in **the reserve** army (**the draft** has not been enforced since 1986). The US military **distinguishes between enlisted** personnel, who **make up** 85 per cent of the armed forces and carry out **fundamental** operations such as **combat** and administration, and officers, who manage and supervise operations. The range of jobs is **vast**, and **encompasses** such **diverse** activities as running a hospital, **commanding** a **tank**, programming computers, operating a **nuclear reactor**, and maintaining **weapons** systems.

tank

helicopter

parachutes

missile

Glossary

the military	a country's **army**, **navy**, and **air force**. SYN **the armed forces**. **military** ADJ.
branch	a part of a large organization (**branch** of a **bank**).
operation	a planned military or police action (**military operation**).
guard	a person or group of people who protect sth/sb. **guard sth/sb** V.
civilian	not belonging to the armed forces. **civilian** N.
authority	the power to give orders to other people.
serve	do useful work (**serve your country** / **in the army** / etc.).
the reserve(s)	an extra force that performs part-time duties and is available if needed (we also talk about having people **in reserve**).
the draft	AmE the practice of ordering people to serve in the armed forces (called **military service** in many countries). SYN **conscription** (BrE).
distinguish between people or things	recognize a difference between people or things. SYNS **differentiate**, **make a distinction** N.
enlisted	ESPECIALLY AmE relating to members of the armed forces below officer rank (to **enlist** is to join the armed forces).
fundamental	central, and forming the necessary basis of sth.
combat	fighting between forces (**armed/unarmed combat** = fighting with/without guns, bombs, etc.).
vast	extremely large (**vast majority/numbers/amount**). SYN **huge**.
encompass sth	FML include sth within an area or area of activity.
diverse	different from each other and of various kinds. **diversity** N.
command sb/sth	(in the forces) be in charge of people (a person is **in command**).
nuclear reactor	a structure which produces nuclear energy (a country with **nuclear weapons** is said to have a **nuclear capability**).
weapon	an object such as a knife, gun, or bomb that is used for fighting (**nuclear/chemical weapons**; a **deadly/lethal weapon** can kill sb).

spotlight ***comprise, make up, consist of, compose***

These verbs describe the way in which something is formed:
*A group **comprises / is composed of / consists of / is made up of** 30 people.*
When you mention the parts first, use **make up** or **comprise**:
*Men **make up / comprise** the majority of the group.*

Remember to test yourself

1 Correct the spelling mistakes.

1 civilan ____________
2 wepon ____________
3 nucleur ____________
4 ennlisted ____________
5 the drauft ____________
6 autority ____________
7 distingish ____________
8 missil ____________
9 conscribtion ____________

2 Use each word/phrase in the box once to make eight compound words or phrases.

unarmed	vast	armed	lethal	military	air	forces	combat	majority
weapon	force	make	nuclear	operation	capability	a distinction		

____________ ____________ ____________
____________ ____________ ____________
____________ ____________ ____________

3 Replace the underlined word(s) with a single word that has a similar meaning.

1 To run an army requires a huge amount of money. v____________
2 The decision will be taken by the armed forces. m____________
3 A brigade is made up of approximately 5,500 men and women. c____________
4 The right to self-defence is one of their central beliefs. f____________
5 There was very little armed fighting. c____________
6 The men are from very different backgrounds. d____________
7 Six soldiers were on duty to protect the camp. g____________
8 Single men make up the majority of the regiment. c____________
9 This knife is a lethal weapon. d____________
10 They don't recognize a difference between men and women. d____________
11 The work includes many different tasks and responsibilities. e____________
12 How many men work in the British army? s____________

4 Complete the text with suitable words.

The British armed (1)____________ (2)____________ of the army, the (3)____________, and the air (4)____________. As head of state, the Queen is theoretically in (5)____________ of the armed forces, but in practice they come under the (6)____________ of the British prime minister. There are just under 200,000 men and women (7) ____________ in the professional armed forces (often referred to as 'the regulars'), but with even more than that in the (8)____________. The armed forces are also supported by a number of diverse agencies owned by the Ministry of Defence. The navy is the (9)____________ of the armed forces which is responsible for Britain's nuclear (10)____________, which (11)____________ four Trident missile submarines.

5 ABOUT YOU AND YOUR COUNTRY Write your answers or ask another student.

1 Has your country got a professional and a reserve army? ____________
2 Does your country have military service? ____________
3 Does your country have a nuclear capability? ____________
4 Have you ever: stood next to a tank? ______ flown in a helicopter? ______
been in a professional army? ______ dropped from a parachute? ______
done military service? ______

Remember to test yourself

B For or against the armed forces?

The armed forces provide protection from an invading enemy and from **internal** conflict; they are called upon to **assist in** international **peacekeeping** operations; and they are used in **civil** emergencies after a national disaster. However, a professional army requires **considerably** more **funding** than a reserve army. **The latter** is only **mobilized** when needed and is therefore much cheaper. The armed forces may also harm a society if they are involved in **counter-productive** (or **merely** unsuccessful) **warfare**.

spotlight ***interior* and *internal***

Interior ADJ, N relates to the inside part of sth (e.g. ADJ *the **interior** walls of the house*; N *the **interior** of a car/building*). OPP **exterior** ADJ, N.
The interior is the central part of a country, a long way from the coast.
Internal ADJ relates to the inside of sth, including the body (e.g. ***internal** doors/injuries; an **internal** enquiry/problem*). OPP **external**.
Internal is commonly used in reference to things within a country (e.g. ***internal** flights/affairs/markets*). SYN **domestic**.

Glossary

assist (sb) in/with sth	FML help sb to do sth.
peacekeeping	intended to stop people fighting (a **peacekeeping force**).
civil	connected with the people who live in a country (**civil unrest/war/rights/liberties**).
considerably	much; a great deal. **considerable** ADJ.
funding	money provided for a special purpose (**government funding**).
the latter	the second of two things that have just been mentioned (**the former** refers to the first of two things mentioned).
mobilize (sth)	prepare (an army) to fight in a war.
counter-productive	having the opposite effect to the one intended.
merely	only; simply (used to emphasize what you are saying).
warfare	the activity of fighting a war, often of a particular type (**guerrilla warfare** = fighting in small, unofficial military groups).

6 Circle the correct word(s). Sometimes both words are correct.

1 We could have civil / civic war.
2 He simply / merely wanted to help.
3 They're mobilating / mobilizing the army.
4 I like the interior / internal of the car.
5 It cost considerably / considerately more.
6 We took a domestic / an internal flight.
7 She's got interior / internal injuries.
8 I'm assisting / helping him in his enquiries.

7 Write a single word to complete each sentence.

1 It had the opposite effect to the one we intended, so it was clearly counter-............ .
2 Most of the time their forces are engaged in guerrilla ....
3 The army have been sent there merely as a peacekeeping ....
4 There were problems on the coast, but the main area of unrest was in the ....
5 People should be allowed to say what they want. It's one of our basic civil ....
6 If we want a large modern army, we will need more government ....
7 There were two plans mentioned. Was she referring to the former or the .... ?
8 How quickly can they mobilize the .... ?
9 Some flights were cancelled – both international and ....
10 The bomb exploded in a built-up area, so the damage was ....

Remember to test yourself

Review: Institutions

Unit 33

1 Complete each dialogue with a suitable word.

1 Can I see his medical records? ~ No, they're strictly ______.
2 I don't trust that consultant. ~ Why don't you get a second ______?
3 Is there a large scar? ~ No, it was done with keyhole ______.
4 Was the hospital ward clean? ~ Yes, it was absolutely ______.
5 Is there any worthwhile data on this? ~ Yes, they've done clinical ______.
6 Will they contact you about Pat? ~ Yes, they said they'd keep me ______.
7 Can you go straight to a specialist? ~ No, you see your GP and get a ______.
8 Is she still in hospital? ~ No, she's been ______.
9 Has he left hospital? ~ Yes, but he needs time to ______.
10 Were you busy? ~ Yes, we were rushed off our ______.

2 Answer the questions.

1 What's the opposite of *senior*? ______
2 What's the opposite of *be discharged from hospital*? ______
3 What's the medical treatment intended to improve someone's appearance? ______
4 What's a synonym for *recuperate*? ______
5 Acupuncture and homeopathy are examples of what kind of medicine? ______
6 What's a synonym for *meticulous*? ______
7 What's a synonym for *a muddle*? ______
8 *Pay no attention to something* is the same as '______ no ______ of something'.

AZ more words: *antenatal, postnatal, overstretched, inpatient/outpatient,* ***intensive*** *care, biopsy, in a* ***critical*** *condition*

Unit 34

1 One word is missing in each sentence. What is it, and where does it go?

1 I believe they will be receiving a government to cover the costs of repairs. ______
2 There are many American living in other countries around the world. ______
3 At what age are you to vote in most countries? ______
4 We will need a very determined person to tomorrow's meeting. ______
5 The councillor will do his best to that the community is well represented. ______
6 The party's says that it will allocate more funds to green issues. ______
7 My cousin works in the voluntary, where people often work for no pay. ______
8 People in high- jobs who appear on TV may need help with presentation skills. ______

2 Complete the dialogues in a suitable way. You only need a single word.

1 Do they let you give your opinion? ~ Yes, we can all have a ____________ .
2 Who is the spokesperson? ~ Nobody is speaking on our ____________ .
3 Are they listening to your ideas? ~ Yes, they're taking them ____________ .
4 Is it paid work? ~ No, it's all done by ____________ .
5 Is the research all over the country? ~ Yes, it's ____________ .
6 Will they support you? ~ Yes, lots of people will ____________ up for us.
7 How much will the department receive? ~ They haven't set the ____________ yet.
8 Is the meeting for people who live there? ~ Yes, it's for all local ____________ .

AZ more words: ***pressure*** *group, support an* ***initiative***, ***press*** *the government for sth, raise* **awareness**, *improve the* ***infrastructure***, *chamber*

Unit 35

1 Match 1–8 with a–h.

1 smuggle …	a a warrant
2 issue …	b in custody
3 grant …	c workers
4 remand someone …	d diamonds
5 caution …	e someone's passport
6 exploit …	f at a police station
7 forge …	g bail
8 detain someone …	h a suspect

2 Complete the explanations.

1 If the police want to search someone's house, they need to apply for a search ____________ .
2 If someone is kept in prison awaiting trial, they are in ____________ .
3 Taking or sending goods out of a country illegally is called ____________ .
4 If you obtain money from people by deceiving them, that is called ____________ .
5 A group of professional criminals is often referred to as a ____________ of criminals.
6 Money left with the court to ensure a prisoner will return for trial is called ____________ .

AZ more words: *counterfeit, embezzlement, espionage, on the* ***run***, *extradition,* ***undercover*** *operation*

Unit 36

1 Complete the table.

Noun	Verb
	abolish
	imprison
deviation	
justification	

Noun	Verb
	segregate
	confine
	rehabilitate
	consent

2 Correct the mistake in each sentence.

1 He's been in a lot of trouble but there are signs that he's turning out a new leaf. ______
2 She committed a terrible crime and she really should be locked out for it. ______
3 I don't believe the death penalty (or capital punish) is justifiable. ______
4 My neighbour and I agreed to share the cost by common consent. ______
5 Robertson was always regarded at a common thief until he turned his life round. ______
6 The business has been on crisis but it seems to be recovering now. ______
7 We are aware that being attacked is an occupying hazard for prison officers. ______
8 We believe that imprisoning these offenders will act as a deterrence. ______

AZ more words: *incarcerate, probation,* ***solitary*** *confinement,* ***custodial*** *sentence,* ***suspended*** *sentence, warder*

Unit 37

1 Tick the word(s) that are possible. One, two, or three may be possible.

1 We are concerned about their nuclear *capability* ☐ *weapons* ☐ *military service* ☐.
2 There may be internal *conflict* ☐ *enquiries* ☐ *flights* ☐.
3 He is a member of *the guard* ☐ *the air* ☐ *a peacekeeping* ☐ force.
4 They need to *enlist* ☐ *distinguish* ☐ *make a distinction* ☐ between civilians and the armed forces.
5 The force is *made up* ☐ *consisted* ☐ *composed* ☐ of diverse elements.
6 The government is worried about civil *unrest* ☐ *rights* ☐ *war* ☐.
7 The soldiers discovered a supply of *chemical* ☐ *lethal* ☐ *dead* ☐ weapons.
8 Do you agree with *conscription* ☐ *the draft* ☐ *military service* ☐?

2 One word is missing in each line. What is it, and where does it go?

1 The vast of people are against armed combat if a peaceful solution can be found. ______
2 They had very little respect for the officers command of the troops. ______
3 The paper believes that guerrilla cannot be justified, whatever its aims. ______
4 Attacking that particular state would merely be counter-, I would think. ______
5 We can try to negotiate or face the prospect of armed combat: the would obviously be preferable. ______
6 Our organization has very little money at the moment, so we are hoping to receive government. ______
7 We need to keep some basic supplies reserve. ______
8 The army have been brought in to with the clearing-up operation after the floods. ______

AZ more words: *war-torn, veteran, mission, reconnaissance, call sb up, deploy*

38 I can **understand news headlines**

Headlines	Meaning
Arms deal probe	**arms** FML weapons, especially those used by the armed forces. **deal** an agreement, especially in business. **probe** an investigation into sth. **probe** V.
Mother's **plea** to **kidnappers**	**plea** FML an urgent and emotional request. **kidnapper** a person who takes sb away illegally and keeps them as a prisoner, usually in order to get money (called a **ransom**). **kidnapping** N. **kidnap** V, N.
Ten-hour **ordeal** for tourists	**ordeal** a difficult or unpleasant experience.
Senate urges caution	**senate** (in the USA and some other countries) one of the two groups of elected politicians; the politicians are called **senators**. **urge sth** forcefully recommend sth (also **urge sb to do sth**).
Bid to **oust** rail **chief**	**bid** an attempt. **bid** V. **oust** (**sb out of sth**) force sb out of a job or position. **chief** (often used in job titles) the most important or one of the most important people in a company or an organization (**police chief**).
Minister vows to quit	**minister** a senior member of a government. **vow** make a formal and serious promise to do sth. **vow** N.
Bomb **blast wrecks** factory	**blast** an explosion (**bomb blast**). **wreck sth** destroy or badly damage sth.
Boost for voters	**boost** a thing that helps or encourages sth. **boost** V.
Go-ahead for road **scheme**	**go-ahead** (usually **the go-ahead**) formal permission to do sth. **scheme** an official plan.
IMG **cease** trading	**cease** FML stop happening or existing. **cease sth** stop doing sth.
Measures to **curb** inflation	**curb sth** limit or control sth.
Politician in death **riddle**	**riddle** a mystery (often a problem that is difficult to solve).
Doctor **cleared** of negligence	**clear sb** (**of sth**) prove that sb is innocent of doing sth wrong.
Injury **blow** for United	**blow** bad news (when something unfortunate has happened).
New flood **alert**	**alert** a warning.
Talks **on brink of** collapse	If sth is **on the brink of** happening, it has reached a point where it is about to happen (often sth very bad).
PM **rules out** referendum	**rule sth out** reject the possibility of sth.
Valuable **gems** stolen	**gems** jewellery.

spotlight **Headline words**

Certain words often appear in newspaper headlines because they are very short, e.g. *bid, plea, oust, quit*. Other words give stories a more dramatic effect, e.g. *blast* and *boost*. And certain people are often at the centre of news stories, e.g. *ministers* and *senators*.

Remember to test yourself

1 Good news or bad news for the people in the headlines? Write G or B.

1 Minister quits under pressure ......
2 Company ousts chairman ......
3 Go-ahead for doctors ......
4 Ordeal for parents ......
5 Owner sees home wrecked ......
6 New deal for manager ......
7 Boost for farmers ......
8 Further blow for house buyers ......

2 Match the headline words on the left with the correct meaning on the right.

1	vow	a	jewellery	......
2	plea	b	stop	......
3	bid	c	request	......
4	cease	d	warning	......
5	gems	e	investigation	......
6	riddle	f	promise	......
7	blow	g	attempt	......
8	probe	h	bad news	......
9	alert	i	reject	......
10	rule out	j	mystery	......

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3 Replace the underlined words to create typical headlines.

► Senators reject the possibility of more aid ...... *Senators rule out more aid*
1 New weapons agreement ......
2 Explosion destroys fire station ......
3 Permission for official rail plan ......
4 Company managing director forced from his job ......
5 Encouragement for big banks ......
6 Senior members of government to restrict spending ......
7 Men who took child demand money for her return ......
8 Government strongly advises delay ......
9 Motorcyclist found innocent of child's death ......
10 Firm in serious danger of closure ......

4 Write your own headlines for these news stories (maximum seven words per headline).

► There are new warnings about the dangers of certain food.
NEW FOOD ALERT

1 An explosion has destroyed a new shopping centre.
......

2 The police have rejected the possibility of a new investigation into the murder.
......

3 The Prime Minister has promised that he will restrict the amount of money that the government will spend.
......

4 Senior members of the government are planning a new attempt to force the Prime Minister to resign.
......

5 There is a mystery surrounding the theft of valuable jewellery.
......

Remember to test yourself

39 I can **understand news journalism**

A Common words in news reports

Amid further **allegations** of a **cover-up**, **sources** at the Home Office refused to comment on claims of a serious **lapse** in security at a nuclear power station.

Discussions about **controversial** new **measures** to control anti-social behaviour are continuing **behind the scenes.**

According to figures from a recent **opinion poll**, the government's popularity is falling.

It **emerged** yesterday that the contents of a **scathing** report on Barkfield Hospital have already been **leaked** to the press. The report **quotes** a senior doctor **as saying that** ...

Glossary

amid (or amidst) sth	while sth else is happening.
allegation	a statement, without proof, that sb has done sth wrong. **allege** V.
cover-up	an attempt to stop people discovering the truth about sth. **cover sth up** V.
source	OFTEN PL a person who provides information, especially for journalists.
lapse	a small mistake caused by forgetting sth or carelessness.
controversial	causing angry discussion and disagreement. **controversy** N.
measure	an official action taken in order to achieve sth.
behind the scenes	without people's awareness or knowledge (**behind closed doors** = in private, not in public).
according to	used for saying where ideas or information have come from.
(opinion) poll	a process of asking people for their opinion about sth.
emerge	(of facts, information, etc.) become known. **emergence** N.
scathing	strongly critical (**scathing attack/remark**).
leak sth to sb	give secret information to journalists or the public. **leak** N.
quote sb	repeat the exact words that sb said (**quote sb as saying that ...**).

1 Complete the dialogues.

1 How do you know about this? ~ It was in a recent __________ poll.
2 How did the man get into the palace? ~ It was a __________ in security apparently.
3 When did they discover this news? ~ It __________ last night.
4 Are these talks in public? ~ No, it's all behind closed __________ .
5 Do many people disagree with it? ~ Yes, it's a very __________ idea.
6 Was she strongly criticized? ~ Yes, it was a __________ attack.
7 Is there proof the man stole it? ~ No, it's just an __________ someone made.
8 Is this information accurate? ~ __________ to *The Times*, it is.

2 Complete the text with suitable words.

(1)__________ continuing pressure on the government, information has been (2)__________ to the press of a plan to (3)__________ up the fact that Britain cannot meet the European Union's renewable energy targets. (4)__________ to reliable (5)__________ inside Whitehall, officials have informed the government of this fact, and one expert was (6)__________ as saying that Britain might only reach 9 per cent by 2020. Meanwhile, discussions are continuing behind the (7)__________ to see what (8)__________ can be taken to reach the target.

Remember to test yourself

B Figurative language in news reports

Words connected with *water*, *fire*, *war*, and *sport* are often used figuratively in news reports. For example, if two people are **locked in battle**, it doesn't mean they are literally fighting, but that they are involved in a competition or struggle, e.g. a **legal battle**. These expressions are also called **metaphors**.

	Example	Meaning
WATER	*There is certain to be* ***a storm of protest*** *over the new legislation.*	a situation in which a large number of people express strong feelings against sth.
	Refugees are ***flooding*** *into the country.*	appearing in large numbers at the same time.
	Some people believe the ***tide is*** *now* ***turning*** *in the government's favour.*	the situation and public opinion are changing.
	The opposition has dismissed the money as ***a drop in the ocean.***	a very small amount compared with what is needed.
FIRE	*Police fear the arrest of the two youths could* ***spark*** *further trouble.*	cause sth to start or develop.
	The ministers have had ***a blazing row.***	a very angry argument.
WAR	*The headteacher has* ***come under attack.***	been strongly criticized. SYN **come under fire.**
	The Board of Directors could be next ***in the firing line.***	in a position in which people can criticize and blame you.
SPORT	*The minister has got himself into* ***a tight corner.***	a difficult situation.
	MPs are now accusing the government of ***moving the goalposts.***	INF unfairly changing the agreed rules or conditions during a course of action.
	There have been accusations of ***foul play.***	behaviour that is unfair or dishonest.
	Trade Union leaders claim they just want ***a level playing field.***	a situation in which everyone has the same opportunities.

3 Cross out the incorrect word in each sentence and write the correct word at the end.

1 The Prime Minister could be in the shooting line. ______
2 We sent some money but it's still only a drip in the ocean. ______
3 There was a thunderstorm of protest. ______
4 It was an uphill struggle but I think the wave has turned. ______
5 Tourists are now raining into the town to see the festival. ______
6 They are demanding a flat playing field. ______
7 They're upset that the officials keep moving the goalkeeper. ______
8 The problem is that she has got herself in a very tight bend. ______
9 The producer resigned after a burning row with the director. ______

4 Complete the sentences.

1 The Prime Minister has come ______ ______ for his handling of the affair.
2 A vicious attack on two young boys nearly ______ a riot earlier this month.
3 The takeover was rather suspicious; I think most people suspect ______ ______.
4 They expected a ______ ______ protest when they banned smoking in public places.
5 He's made too many mistakes, so now he's got himself in a very ______ ______.
6 They desperately need aid, but this gift of cash is still only a ______ in the ______.

40 I can read human interest stories

A Amazing but true!

An operation 55 years later? **Pencil it in**

A German woman who has spent 55 years with the **tip** of a pencil **lodged** in her brain has finally had it removed. Margret Wegner fell over carrying the pencil when she was four. It **punctured** her cheek and went into her brain causing **excruciating** pain, and she has lived with the **ensuing chronic** headaches ever since. At the time, no one **dared** operate, but the **remaining** 2 cms of pencil were removed on Friday in a delicate operation. She is said to be **making a speedy recovery**.

Glossary

pencil sth in	write down details of an arrangement which you may have to change later. This is a **pun** (= the clever or humorous use of a word with more than one meaning).
tip (of sth)	the thin pointed end of sth.
lodged (in sth)	fixed or stuck in sth.
puncture sth	make a small hole in sth (**puncture skin / a tyre**). **puncture** N.
excruciating	extremely painful (**excruciating pain/headaches**).
ensuing	happening after or as a result of another event.
chronic	(especially of a disease) lasting a long time and hard to cure.
remaining	still existing or needing to be dealt with.
make a speedy/ rapid recovery	get well again quickly after an illness or accident.

spotlight ***dare***

To **dare** means to be brave enough to do something. It is normally used in questions and negative forms, and can behave like an ordinary verb (e.g. *He* ***doesn't dare*** (***to***) *leave.*) or like a modal (e.g. *He* ***daren't leave***.).
How dare you *say that!* (= I am very angry that you said that.)
Don't you dare *come near me!* (used to give someone a strong warning)

1 Circle the correct word(s). Both words may be correct.

1 I made a speedy / rapid recovery.
2 The pain was excruciating / crucial.
3 The bone's stuck / lodged in her throat.
4 I've pencilled/penned in the invitation.
5 How dare you do/to do that!
6 I had six; that's the left / remaining one.

2 Replace the underlined words with a single word that has the same meaning.

1 I had an <u>unpleasant and very painful</u> headache. ....
2 Her medical condition is <u>continuous and long-lasting</u>. ....
3 After the fire, we lost sight of him in the <u>resulting</u> panic. ....
4 A piece of glass <u>made a small hole in</u> the tyre. ....
5 I love <u>jokes based on words with two meanings</u>. ....
6 She'<u>s too frightened to</u> drive at night on her own. ....
7 He seems to be making a <u>speedy</u> recovery. ....
8 The <u>end</u> of the cat's tail is white. ....

Remember to test yourself

B A survival drama

Man survives **crocs**[1] **against all odds**

An Australian farmer has described how he spent seven days **sheltering** up a tree above a **crocodile**[1]**-infested swamp**. David George, 53, said he was forced to **take** such **drastic action** after he accidentally **strayed** into the area. His problems began after he fell off his horse; **dazed** and **disorientated**, he hoped the horse would lead him home. 'By the time I **regained my senses**, I was in the middle of a swamp,' he said. He knew he could either **stay put** and wait for a rescue team, or try and get out and **take a chance on** being eaten by a croc. After a long, **gruelling** week, he was spotted by helicopters and rescued.

1

Glossary

against all (the) odds if sth happens **against all odds**, it happens or succeeds although it seemed impossible or very unlikely.
shelter stay somewhere that protects you from danger or bad weather.
infested full of very many insects, animals, etc. (**rat-infested**, **shark-infested**).
swamp an area in which the ground is very wet or covered in water.
take action do sth to deal with a situation.
drastic extreme in a way that has a sudden, violent, or serious effect.
stray move away from where you should be, without intending to.
dazed unable to think clearly because of shock or a blow to the head.
disorientated confused about where you are or which way to go.
regain your senses think clearly again after a period of confusion.
stay put INF stay where you are rather than moving away.
take a chance on sth decide to do sth, even though it involves risk.
gruelling very difficult and tiring; needing great effort. SYN **punishing**.

3 Is the meaning the same or different? Write S or D.

1 We had to stay put for an hour.	We couldn't move for an hour.	
2 We found the ring against all odds.	We found the ring against the wall.	
3 Please don't take any risks.	Please don't take any chances.	
4 They found somewhere to shelter.	They found somewhere to relax.	
5 He wandered off the path, into the trees.	He strayed off the path, into the trees.	
6 We took drastic action to prevent losses.	We took some steps to prevent losses.	
7 It was a gruelling experience.	It was a punishing experience.	
8 There are a few sharks in the area.	It's a shark-infested area.	

4 Complete the dialogues.

1 Did you know where you were? ~ No, I was completely d________.
2 Was the land very wet? ~ Yes, they found me by the s________.
3 When did you r________ your senses? ~ Oh, it wasn't long, only a few minutes.
4 How did you respond to the shock? ~ I wandered about; I just felt d________.
5 Was it safe to move ahead? ~ No, it was too risky; I decided to s________ put.
6 You had a very lucky escape. ~ Mmm. I survived against all o________.
7 It was an extreme thing to do. ~ Yeah, it was a bit d________.
8 It was a frightening situation to be in. ~ Yes; I didn't want to take any c________.

Remember to test yourself

41 I can talk about celebrity

A Celebrity and the media

Celebrities 'deserve privacy'

A **survey** on **privacy** and the media has revealed that most people think that there should be little or no **coverage** of the private lives of **celebrities**. This contrasts strongly with the huge success of celebrity magazines, which detail the lives of people **in the public eye**. The **findings** also revealed that people did not want politicians to suffer from press **intrusion**. Certain **tabloids** were **singled out** as being particularly guilty of **prying** into the lives of famous **personalities**.

Glossary

celebrity 1 C a famous person. SYNS **personality**, **celeb** INF. 2 U the state of being famous. SYN **fame**.

deserve sth If you **deserve sth**, it is right that you should have it, e.g. because of the way you have behaved.

survey an investigation into the opinions or behaviour of a large group of people, usually in the form of questions (**conduct / carry out a survey**).

privacy the state of being alone and not watched or disturbed by others.

coverage the reporting of news in the press.

in the public eye well known to many people through TV or the press.

findings PL information learned as the result of research.

intrusion (into sth) a thing that comes into sb's life in a negative way. **intrude into sth** V.

tabloid a newspaper that gives emphasis to stories about famous people (more serious papers are **broadsheets**).

single sth/sb out choose sb/sth from a group for special attention.

pry into sth try to find information about people's private lives.

1 Tick the correct word(s). More than one word may be correct.

1 She's an international *celebrity* ☐ *personality* ☐ *celeb* ☐.
2 I don't like the way the papers *intrude* ☐ *pry* ☐ *conduct* ☐ into people's private lives.
3 Have you read the *coverage* ☐ *tabloids* ☐ *findings* ☐ today?
4 All he wants in life is *fame* ☐ *privacy* ☐ *intrusion* ☐.
5 She was *singled out* ☐ *intruded* ☐ *deserved* ☐ for special praise.

2 Complete the text with suitable words.

A recent (1) .... which was (2) .... out among 650 young people around New York produced some disturbing (3) .... on how some teenagers think about celebrity and (4) .... Many believe that celebrities work hard and (5) .... to be famous, and that becoming a famous (6) .... themselves would improve their lives. Lonely teenagers are more likely to follow the lives of people in the public (7) ....

3 ABOUT YOU AND YOUR COUNTRY Complete the questions, then write your answers or ask another student.

1 Do you agree that celebrities deserve p.................... ? ....
2 In your country, are there both tabloid and b.................... papers? ....
3 Do they p.................... into the private lives of people in the p.................... eye? ....
4 What do you think are the benefits and disadvantages of f.................... ? ....

B Celebrity headlines

Rocky **allegedly** back in **rehab**
Football team **rocked** by **scandal**
Newlyweds' marriage **on the rocks**
Rumours of **custody** battle over baby Sahara
Andie **dumps** Gino
Exclusive! Sandie **gives birth to** a girl!
Fellow celebs **rally to** Tom's defence

spotlight ***exclusives* and *scoops***

An **exclusive story/interview/photo** etc. is one published or reported only by one newspaper or TV station (**exclusive** N). If a news organization publishes or **broadcasts** (= gives out on TV or the radio) an exciting story before anyone else does, it is called a **scoop** INF. Reporters like to **get a scoop.**

Glossary

allegedly	If sb **allegedly** does sth, another person says they have done it, even though this has not been proved. **allege** V. **allegation** N.
rehab	the process of helping to cure sb with drug or alcohol addiction.
rock sb/sth	INF, OFTEN PASSIVE shock or cause upset to sb/sth.
scandal	a situation in which important people behave in a dishonest or immoral way that shocks people.
newlyweds	USU. PL a man and woman who have not been married long.
on the rocks	INF in difficulties and likely to fail.
rumour	a story or piece of information that may or may not be true.
custody	the legal right to look after a child (**have custody of a child**).
dump sb	INF end a romantic relationship with sb.
give birth (to sb/sth)	produce a baby or young animal.
fellow	ADJ used to describe sb who is in the same situation as you (**fellow students/workers/passengers**).
rally (round/ to sb/sth)	come together to help or support sb/sth.

4 Complete the dialogues with words from the box in the correct form.

rocks exclusive rally fellow scandal broadcast rehab allegation rock rumour

1 A I heard a ______ that the minister is about to resign. Do you think it's true?
B Well, there have been ______ that he's involved in a financial ______.
A That's terrible. It would really ______ the government, wouldn't it?
B Yes, and Sky News are going to ______ an ______ interview with him tonight.

2 A You know that guy who was in *Terminator 5*? Can't remember his name.
B Yeah, I heard his marriage was on the ______.
A That's right. Well, evidently he's had drug problems and he's in ______ too.
B Poor guy. No doubt his ______ celebs will ______ round him.

5 Rewrite the sentence using the word in capitals. The meaning must stay the same.

▶ He is said to have lost all his money. ALLEGEDLY *Allegedly, he's lost all his money.*
1 Lulu has ended her relationship with Rocco. DUMP ______
2 Amelia had a baby boy last week. BIRTH ______
3 Jason has the legal right to look after his daughter. CUSTODY ______
4 Arun is a student in my class. FELLOW ______
5 The journalist wanted to get the story first. SCOOP ______
6 They've just got married. NEWLYWEDS ______

Remember to test yourself

42 I can **discuss political beliefs**

A Political systems

- With **capitalism**, the economy is controlled by companies and individuals (who are **capitalists**), not the state. In Britain, capitalism is **associated with** the **Conservative** Party, which tends to **favour** the **status quo** and is **opposed to radical** change.
- With **socialism**, the economy of a country is partly controlled by the state and the wealth is **distributed equally**. In Britain, **socialists** are usually **left-wing**, but not **extremists**.
- **Liberalism** is based on a belief in personal and economic freedom, supporting gradual social and political change. **Liberals** who hold such beliefs often vote for **centre parties**.
- **Communism** is based on common ownership of **the means of production**, and **communists** believe in a classless society.

spotlight *means*

A **means** is a way of doing or achieving something, e.g. **means of transport/ communication/escape/expression**. **The means of production** is the materials and equipment needed to produce things. A **means of identification** is a way of showing who you are.

1 True or false? Write T or F, then correct the false sentences.

▶ A ~~capitalist~~ economy is owned by the people and run by the state. F
communist

1. People associate liberals with personal freedom. ________ ________
2. Socialists believe that wealth should be shared equally. ________ ________
3. A liberal believes in economic freedom and rapid political change. ________ ________
4. The Conservative Party in Britain believes in socialism. ________ ________
5. Socialists believe that everyone should own the means of production. ________ ________

2 Complete the sentences with the opposite meaning to the first half of the sentence.

1. He's left-wing, but she's ________ .
2. She's radical, but he's ________ .
3. He's in favour of it, but she's ________ .
4. He wants change, but she prefers ________ .
5. She has extreme views, but his are ________ .
6. They're on the left and right, but I'm ________ .

Glossary

associated with sth/sb	connected with sth/sb. **association** N.
favour sth/sb	support and agree with sth/sb (also **be in favour of sth/sb**).
status quo	the existing situation (**maintain the status quo**).
opposed to sth/sb	disagreeing strongly with sth/sb. **opposition** N.
radical	1 complete and fundamental. SYN **far-reaching**. 2 (of a person) in favour of political and social change. OPP **reactionary**.
distribute sth	share sth among a number of people. **distribution** N.
equally	in a way that is fair and the same for everyone. **equality** N.
left-wing	OPP **right-wing** (also **on the left/right**).
extremist	a person whose political views are generally not considered to be normal or reasonable. **extreme** ADJ. OPP **moderate**.
centre party	a political party that is not left-wing or right-wing (be **in the centre**).

3 Complete the words in the sentences.

1. I believe in e________ of opportunity and the equal d________ of wealth.
2. Is common ownership of the m________ of production practical?
3. Would you say you were o________ the left, the right, or in the centre?
4. I don't think the director is closely a________ with any political party.
5. In my country we have to carry some means of i________ with us at all times.

Remember to test yourself

B Political metaphors

Word + literal meaning	Example of metaphorical use	Metaphorical meaning
crack a line on the surface of sth where it has broken.	*The first **cracks** are appearing in the government.*	a weakness in an idea, a system, or an organization.
driving seat the place where the driver sits.	*People are wondering who **is in the driving seat**.*	be in control of a situation. SYN **pull the strings**.
rock move from side to side.	*The Prime Minister doesn't want MPs to **rock the boat**.*	cause problems by making changes to a situation that is satisfactory as it is.
foundations the structures that form the underground base of a building.	*She **laid the foundations** of the party's success.*	create the basic ideas or principles from which sth can then develop.
depth (especially of water) the deepness of sth.	*Many believe the minister **is out of her depth**.*	be in a situation that is too difficult for you to control.
deep end the end of a swimming pool where the water is deep.	*The MPs **were thrown in at the deep end**. Let's see if they **sink or swim**.*	be faced with a new and difficult task that you're not prepared for. **sink or swim** fail or succeed.
heat sth make sth hot.	*It has started **a heated debate** in parliament.*	an angry discussion (also **heated discussion**).
safe OPP dangerous.	*He got the job because he's **a safe pair of hands**.*	a person you can rely on.
head move in a particular direction.	*The government is **heading in the right direction**.*	making good progress. OPP **heading in the wrong direction**.
microscope an instrument for looking at things which are too small to see.	*The trade secretary could find herself **under the microscope**.*	being watched and examined very carefully.
spin a quick turning movement, round and round. **spin** v.	*No doubt the politicians will give this a positive **spin**.*	a way of giving information to make it appear better, or less bad (the people are **spin doctors**).

4 Circle the correct answer.

1 He's the boss, but it's his wife who pulls the strings / rope.
2 During the first few months, she'll be under the microscope / telescope.
3 As a politician, he's considered to be a safe pair of gloves / hands.
4 Throw them in at the shallow / deep end, then see if they sink / drown or swim.
5 They had a very hot / heated discussion.
6 I wonder what the spin doctors / dentists will do with this information.
7 They've got to remain steady, and not allow anyone to rock the ship / boat.
8 The results indicate that the opposition is leading / heading in the wrong direction.

5 Complete the dialogues in a suitable way.

1 Did they have an easy start? ~ No, they were thrown in ....
2 Is she able to do the job? ~ No, she's out ....
3 Do you think we're making progress? ~ Yes, we're heading ....
4 He created the policies, didn't he? ~ Yes, he laid the ....
5 Is the party still united? ~ No, the first .... are starting to appear.
6 Do you think she's in control? ~ Yes, she's in the driving .... now.
7 Was it dull in parliament? ~ No, there was a very heated ....
8 They managed to twist the facts. ~ Yes, the usual political ....

Remember to test yourself

43 I can **talk about areas of conflict**

Reporting from a
war zone

The streets were filled with **rubble** and broken glass was everywhere. Food, water, medicine – the necessities of life – were **scarce**, and hospitals **were overwhelmed with** casualties. Apart from the obvious danger of bombing, there was also the threat of unexploded **shells**, **snipers**, and other forms of **random** violence. Soldiers and civilians alike suffered from the tension, and were never far from **breaking point**, but most people refused to **desert** their city. How did I get through that period? **Adrenalin**. That alone kept me going in the face of the **grim** reality that confronted a city **under siege**.

1 Match 1–8 with a–h.

1	The soldiers were firing ____ .	a	sniper
2	He was shot by a ____ .	b	rubble
3	The situation was ____ .	c	at random
4	I just keep going on ____ .	d	under siege
5	Food was ____ .	e	grim
6	The city was ____ .	f	scarce
7	Life is tough in a war ____ .	g	adrenalin
8	The streets were full of ____ .	h	zone

2 Cross out parts of the text and replace them with these words. Write the numbers in the text.

1 grim	2 abandoned	3 sniper
4 lay siege to	5 breaking point✓	6 debris
7 shelling	8 scarce	
9 overwhelmed by		

We were close to ▶ *5* ~~the point where people couldn't deal with the situation~~. Food was in short supply, the situation was unpleasant and depressing, and many people had already left the city for good. Then at 7 a.m. yesterday the attack happened. A man who was just clearing stones, bricks, and glass from a damaged building was shot by a hidden gunman. Amid the ensuing chaos, a small group of rebel soldiers entered the nearby radio station and took control of it. The army immediately began to surround the building. They brought in large guns and started firing at it, then, as night approached, they attacked. The rebels were soon defeated by the superior numbers and firepower of the army.

Glossary

zone	an area or region with a particular feature (a **war/danger zone**).
rubble	broken stones or bricks from a building that has been destroyed (**debris** is similar but is more general and includes wood, glass, etc.).
scarce	not readily available; in short supply. **scarcity** N.
overwhelm sb/sth	1 present sb or fill sth with too much of sth (**be overwhelmed with/by**). 2 defeat sb/sth completely).
shell	a metal case full of explosives, to be fired from a large gun (**shell sth** = fire shells at sth).
sniper	a person who shoots at sb from a hidden position.
random	happening without any intended or regular pattern (things that happen **at random** are not ordered or regular).
breaking point	the time when problems have become so great that sb can no longer deal with them (**be at / reach breaking point**).
desert sth	go away from a place and leave it empty. SYN **abandon sth**.
adrenalin	a substance created in the body when you are excited or afraid, giving you more energy.
grim	unpleasant and depressing.
siege	a military operation in which an armed force surrounds a place and stops the supply of food, etc. (**lay siege to sth**, **be under siege**).

Remember to test yourself

Review: News and current affairs

Unit 38

1 Complete the sentences which explain the headlines.

1 MINISTER OUSTED = A .... minister has ....
2 BOOST FOR TRANSPORT SCHEME = A transport .... has been given ....
3 GO-AHEAD FOR ARMS DEAL = A business .... on .... has been given ....
4 RANSOM ORDEAL FOR FAMILY = A family is going through a .... over a ransom.
5 BID TO END KIDNAP = Someone is .... to end a kidnapping.
6 BLAST WRECKS HOTEL = A hotel has been .... by ....

AZ more words: *Diet puts children in* ***peril*** *Inflation cut* ***bolsters*** *spending* *Police* ***foil*** *bomb* ***plot*** *Women* ***heed*** *tobacco warnings* *Record drugs* ***haul*** *at Heathrow*

Unit 39

1 One word is missing in each line. What is it, and where does it go?

The blazing ⁄ over the leadership of the Liberal Party is in the headlines	▶	row
once again. According sources in Westminster, Harry Jacobs, who has had a	1	....
strong lead until recently, came under after it was alleged that he had made	2	....
scathing about the family background of his rival, Ellen Pinter. The comments	3	....
were to the press by one of Mrs Pinter's supporters, and it is possible that	4	....
the will now begin to turn in Mrs Pinter's favour, as the tabloid press are	5	....
beginning to take an interest. She has been as saying that she believes that	6	....
Mr Jacobs's comments showed a temporary of judgement, and that she felt	7	....
some sympathy for him as he has clearly put himself in a corner.	8	....

AZ more words: ***grab/hit*** *the headlines, stand* ***shoulder*** *to shoulder, a* ***torrent*** *of criticism, score an* ***own goal****, drop a* ***bombshell****, get caught in the* ***crossfire***

Unit 40

1 Complete the words in the story.

The storm was getting closer and we weren't sure whether to (1) s............ under a tree or run for the barn. Jan wanted to (2) s............ put, but I decided to (3) t............ a c............ on the barn. Just then, the tree was hit by lightning and a branch fell on Jan. She wasn't unconscious, but she was obviously very (4) d............ . After a minute she seemed to (5) r............ her senses. The pain was now (6) e............ , but I didn't (7) d............ move her in case she had internal injuries. Thankfully the ambulance arrived within minutes, and as we drove away I could see the few (8) r............ branches of the tree on fire. Fortunately Jan made a (9) r............ recovery.

AZ more words: *on the off* ***chance****, (not) stand a* ***chance*** *(of doing sth), fancy your* ***chance****s, the* ***chances*** *are (that), be in with a* ***chance****, give sb/sth half a* ***chance***

Unit 41

1 **Complete the TV news report using words from the box in the correct form.**

intrusion	scandal	allegation	deserve	exclusive	privacy	allege	coverage	tabloid

There is continued (1)__________ in the newspapers today of the latest (2)__________ to hit the Democratic Party. However, the minister who is (3)__________ to have awarded a government contract to a company owned by his brother, has hit back at his critics. 'I have done nothing illegal, and do not (4)__________ this', he said. He went on to attack the press for an unjustified (5) __________ into his private affairs, and asked them to respect the (6)__________ of his family. This seems unlikely, as the newspaper who printed the (7)__________ story last week refuses to back down, and the rest of the (8)__________ are now making similar (9)__________ .

AZ more words: *a **household** name, prominent, **high-ranking** officers/politicians, stalker/stalking, **hounded** by the press, the **gutter** press*

Unit 42

1 **Rewrite the sentences using the words in capitals. The meaning must remain the same.**

1 We had a discussion about socialist policies. WING __________
2 They don't want the situation to change. STATUS __________
3 I don't know who's controlling the situation. DRIVING __________
4 We'll study the document carefully. MICROSCOPE __________
5 I wouldn't be in favour of the proposal. OPPOSED __________
6 He created the basic principles for the policy. FOUNDATIONS __________
7 In our company, everyone has the same rights. EQUALITY __________
8 The prime minister is making good progress. DIRECTION __________

AZ more words: ***floating** voter, **cast** your ballot, a **close-run** election, **sweep** to victory, a **landslide** win/victory, exit poll*

Unit 43

1 **Complete the definitions.**

1 sniper = a person who __________ at someone from a hidden position
2 scarce = not readily __________
3 grim = very __________
4 rubble = broken __________ from a building
5 shell = a metal case full of __________
6 desert somewhere = __________ somewhere
7 random = happening __________ any definite or regular __________ .
8 seige = a __________ operation in which an __________ surrounds a town and tries to __________ it

AZ more words: *crossfire, curfew, irreconcilable, call a **truce**, ambush*

44 I can explain job benefits

Word/phrase	Meaning
benefits	advantages a company offers in addition to the salary. SYN **perks** INF.
benefits **package**	a number of benefits that are offered together.
relocation allowance	**relocation** the process or act of moving to a new place to work. **allowance** money paid to sb to help them, either on a regular basis or for a particular purpose (**food/fuel allowance**).
performance-related bonus scheme	**performance-related** linked to how well sb does in their job. **bonus** extra money paid to sb, often annually or as a reward for sth. **scheme** an official plan.
company **pension** scheme	money paid regularly by a company to help sb when they retire (also **government pension** or **personal/private pension**).
maternity/paternity leave	**maternity leave** a period when a woman temporarily leaves her job to have a baby; **paternity leave** a short period off work allowed to a new father.
expenses	the money sb spends while working that the employer pays back to them later (**travel/travelling expenses**).
30 days' holiday **entitlement**	a thing sb has a right to (often expressed as an amount sb has a right to receive). **be entitled to sth** v.
comprehensive healthcare provision	**comprehensive** including everything or almost everything (**comprehensive car/travel/health insurance**). **healthcare** the service of providing medical care (also **childcare** = the care and supervision of small children). **provision** the act of providing sth (here, private health insurance).
subsidized canteen	If sth is **subsidized**, it is partly paid for by an organization in order to make it cheaper for the people who use it. **canteen** a place where food is served in a company or school.

1 Find six phrases from the words in the box.

travel subsidized maternity pension healthcare relocation
leave allowance canteen expenses scheme provision

....
....

2 Write down:

1 three types of insurance you can have: ...., ..., ...
2 three types of allowance you can have: ...., ..., ...
3 three types of pension you can have: ...., ..., ...
4 two types of care that may be provided: ...., ...

3 Complete the information from this job advertisement with suitable words.

As you would expect from a high-performing council, we offer excellent (1) .... including:

- government (2) .... scheme
- performance- (3) .... bonus scheme
- generous holiday (4) ....
- relocation (5) ....
- healthcare (6) ....
- subsidized (7) .... with excellent food

Remember to test yourself

45 I can **describe ways of working**

A Freelance work: the pros and cons

- you are not **accountable to** anyone but yourself
- working for a number of employers gives you an **insight into** different companies
- it can be more **lucrative**, and it's good not to have to rely **solely** on one company
- working from home makes it easier to **juggle** work and family responsibilities

- no **guaranteed** income and no **additional** financial benefits (e.g. a company pension)
- you will **encounter** quiet periods, a **degree of** isolation, and perhaps loneliness
- work can **encroach upon** your home life and your free time

Glossary

the pros and cons	the advantages and disadvantages/**drawbacks**.
accountable to sb	expected to explain all your actions to sb if asked (if you are **not accountable to anyone** you are **your own boss**).
insight into sth	a clear understanding of what sth is like.
lucrative	producing a large amount of money.
solely	only; not involving sb/sth else (**be solely responsible for sth**).
juggle sth	try to manage and balance different jobs and activities in order to fit them successfully into your life.
guarantee sth	promise that sth will happen. **guarantee** N.
additional	more than has been experienced or mentioned before. SYNS **extra**, **further**.
encounter sth	experience sth, especially problems or opposition.
encroach upon sth	FML affect or use up too much of sb's time, rights, personal life, etc.

spotlight ***degree***

A **degree of sth** is a certain level or amount of sth, and it is commonly used in certain expressions or patterns:
*It **requires a degree of** skill.*
*I have **a greater degree of** freedom.*
*I can do what I like, **to a degree**.* SYN ***to an extent***.

1 Replace the underlined words with a word or phrase that has a similar meaning.

1 I experienced a few problems. ....
2 There is a certain amount of stress. ....
3 I was my own boss. ....
4 It gave me an understanding of how the company works. ....
5 Initially she had to balance a full-time career with looking after a family. ....
6 There are various advantages and disadvantages. ....

2 Complete the text with suitable words.

I was a freelance designer for 10 years. I liked being my own (1).......... and enjoyed the fact that I was (2).......... responsible for everything I did. Like all freelancers, I (3).......... a certain (4).......... of isolation, but I didn't mind that, and the work was quite (5).......... so I was able to buy a nice house. However, once I had children the work did (6).......... upon my family life, so in the end I went back to a regular job with a (7).......... income, plus the (8).......... benefits of a company car and pension.

3 ABOUT YOU Have you ever worked freelance? If so, did you enjoy the same advantages and encounter similar problems? Write your answers or talk to another student.

Remember to test yourself

B Working in a team: the pros and cons

a **common goal** is good for **morale** and **fosters team spirit**	if someone doesn't **fit in**, it can be **disruptive** and can **undermine** the work of the team
collaboration and **mutual** feedback are **fulfilling** and make people feel **valued**	teams can **stifle** individual **enterprise** and **initiative**
pooling diverse skills is generally more productive	

Glossary

common goal	a goal shared by two or more people.
morale	the feeling of confidence and enthusiasm that a person or group has at a particular time (**boost morale** = improve morale).
foster sth	help sth to develop. SYNS **encourage sth, promote sth.**
team spirit	the desire among a group to work together and help each other.
collaboration (with sb)	the act of working with others to produce sth.
mutual	used to describe a feeling that two people have for each other equally (**mutual respect/trust**).
fulfilling	giving personal satisfaction. SYN **rewarding.**
value sb/sth	think that sb/sth is important.
pool sth	collect money, ideas, etc. from different people so it or they can be used by all of them (**pool resources**).
fit in (with sb/sth)	be accepted in a situation by the others in a group.
disruptive	causing problems, and making it hard to continue with sth. **disrupt sth** v.
undermine sb/sth	make sb/sth gradually weaker or less effective (**undermine sb's confidence/authority**).
stifle sth	stop sth from happening or developing (**stifle creativity**).
enterprise	the ability to think of new ideas and make them successful.
initiative	the ability to take decisions and act alone (**use your initiative**).

4 Positive or negative? Write P or N.

1 He showed enterprise. ____
2 She was disruptive. ____
3 I don't feel valued. ____
4 It undermined my confidence. ____
5 It boosted my confidence. ____
6 My boss stifles my creativity. ____

5 Find six phrases from the words in the box.

team	boost	mutual	pool	undermine	stifle	spirit
respect	resources	creativity	your authority	morale		

____ ____ ____
____ ____ ____

6 Rewrite the sentences without using the underlined words. Keep the meaning the same.

1 He wasn't accepted by the others. — He didn't ____ .
2 She can act on her own. — She can use ____ .
3 I find the work very rewarding. — I find the work very ____ .
4 They did most of it together. — There was a lot of ____ .
5 They shared the same aim. — They had a ____ .
6 We think it will promote team spirit. — We think it will ____ .
7 We can collect ideas from different people. — We can ____ .
8 They have a lot of respect for each other. — They have a lot of ____ .

Remember to test yourself

46 I can talk about the business world

A Business takeovers

Warburg takeover imminent

The battle for Warburg Glass may soon be over. **Former** chairman Matthew Cavendish is now **mounting** a fresh challenge, and has made a **joint bid** for the company with the **backing** of the powerful EPS group. The company has already **rejected** one offer, but an improved **takeover** bid would be attractive to **shareholders** in view of the company's poor recent **dividends**. City analysts believe Cavendish could **clinch the deal** within weeks, and possibly **set off** a new round of **mergers and acquisitions**.

Glossary

imminent	likely to happen soon.
former	having a particular position in the past (**former president/boss**).
mount sth	organize and begin sth (**mount a challenge/campaign**).
joint	involving two or more people (**joint account/venture**). **jointly** ADV.
bid	an offer to pay a particular price for sth (**make a bid for sth**). **bid** V.
backing	help. SYN **support**. **back sb/sth** V.
reject sth	refuse to accept sth. SYN **turn sth down**. **rejection** N.
shareholder	a person who owns shares in a business or company.
dividend	a portion of a company's profits that is given to shareholders.
clinch sth	succeed in achieving or winning sth (**clinch a deal/victory**).
set sth off	start a process or series of events.

spotlight ***merger, takeover,* and *acquisition***

In a **merger**, two companies agree to join and form a single company. In a **takeover**, one company buys the shares of another public company. The companies may or may not agree to the deal. If they agree, it is a **friendly takeover**; if not, it is a **hostile takeover**. In an **acquisition,** one company buys another company which cannot offer its shares for sale to the public.

1 Complete the words in the sentences.

1 If we're lucky, we'll c__________ the deal next week.
2 He wants to buy the company and has already made one b__________.
3 If there is more uncertainty, it will s__________ off another wave of selling.
4 Sir Michael is preparing to m__________ a challenge for the leadership.
5 The takeover hasn't happened yet, but it's i__________.
6 If the d__________ is only 50 cents a share, the s__________ won't be happy.

2 Complete the dialogues with a suitable word.

1 Are you doing this on your own? ~ No, it's a __________ venture with ECL.
2 They didn't reject it, did they? ~ Yes, they __________ it __________.
3 Has he bought another company? ~ Yes, that's three __________ this year.
4 Is she your current boss? ~ No, she's my __________ boss.
5 Is another __________ bid imminent? ~ Yes, before the end of the week.
6 Are they forming a single company? ~ Yes, there is going to be a __________.
7 Was it a friendly takeover? ~ No, it was a __________ takeover.
8 Do they need your support? ~ They already have my __________.

Remember to test yourself

B Describing business activity

The table includes many phrases that are commonly used in a figurative sense.

Word or phrase	Example	Meaning
go under	*The company may **go under**.*	INF go out of business. SYN **go bankrupt**.
wind sth up	*The board may have to **wind up** the company.*	stop running a business and close it completely.
step down/aside	*The chairman had to **step down**.*	leave an important job.
tighten your belt	*If there is a recession, we will all have to **tighten our belts**.*	spend less money because there will be less available.
go down that road	*The company doesn't want to **go down that** particular **road**.*	take a particular course of action.
wriggle out of sth / doing sth	*They are trying to **wriggle out of** their obligation to customers.*	INF, DISAPPROVING avoid doing sth that you should do.
lure sb	*The company is trying to **lure** passengers away from its rivals.*	DISAPPROVING persuade or tempt sb to do sth by offering them a reward. SYN **entice sb**.
not take sth lying down	*You can be sure that BA **won't take** this situation **lying down**.*	not accept a bad situation without a fight or protest.
tip the balance	*The city's transport links could **tip the balance** in their favour.*	affect the result of sth in one way rather than another.
fuel sth	*The situation is **fuelling fears** that prices could rise again.*	increase sth and make it stronger (**fuel fears/inflation**).
the dust settles	*Wait until **the dust settles**.*	the situation becomes clearer and less disturbed.
on the cards	*A takeover bid is **on the cards**.*	likely to happen.

3 Is the meaning in the sentences the same or different? Write S or D.

1 Don't try and wriggle out of this.	Don't try and interfere in this.	
2 We won't go down that road.	We won't take that lying down.	
3 He decided to step down.	He decided to give up the job.	
4 We may need to tip the balance.	We may need to tighten our belts.	
5 Are they trying to lure customers away?	Are they trying to entice customers away?	
6 Wait until the situation is clearer.	Wait until the dust settles.	
7 We could go under.	We could go bankrupt.	
8 He could wind up the company.	He could expand the company.	

4 Complete the text with suitable words.

The decision by Globus Airlines to open up new routes across the Atlantic is clearly an attempt to (1) .... customers away from competitors. Closest rival MEDINA has already stated it will not take this move (2) .... down, but it may have to reduce its prices to tip the (3) .... once again in its favour. For consumers, of course, this may sound like good news. But is it? If a price war is on the (4) .... , it will soon start to (5) .... fears that eventually smaller companies will either go (6) .... or be taken over. In the long term this may not be good news. We will have to wait and see who is still standing when the dust finally (7) ....

Remember to test yourself

47 I can **talk about money markets** Do Unit 46 first

A Expressing movement in markets

Word	Example	Meaning
soar	*Share prices have* ***soared****.*	rise suddenly and quickly. SYN **rocket**.
surge (in sth)	*The market is now expecting a* ***surge in*** *the value of the euro.*	a large and sudden increase in the amount or value of sth. **surge** V.
gain	*The dollar made significant* ***gains****.*	an improvement or increase. OPP **loss**.
hike	*Another* ***hike in*** *the rate is possible.*	INF a sudden or significant increase in the level or amount of sth. OPP **cut**.
strengthen	*The yen will* ***strengthen****.*	become stronger. OPP **weaken**.
rally	*The pound* ***rallied*** *later in the day.*	increase in value after a period when it has fallen. SYN **recover / bounce back**.
buoyant	*The market is still* ***buoyant****.*	confident, successful, and staying at a high level. SYN **healthy**.
snap sth up	*The advice is to* ***snap up*** *the shares while you can.*	buy sth quickly, usually while it is cheap or available.
plummet	*The value may* ***plummet*** *even more.*	fall suddenly and quickly. SYN **plunge**.
slump	*The price has* ***slumped*** *to its lowest level.*	fall by a large amount. **slump** N (**economic slump** OPP **economic boom**).
slash sth	*The Federal Reserve has* ***slashed*** *the discount rate.*	reduce sth by a large amount.
wipe sth off sth	*The recession has* ***wiped*** *billions* ***off*** *the stock markets round the world.*	remove sth from sth, quickly and completely.
turmoil	*The market is still* ***in turmoil****.*	a state of great confusion.
volatile	*The market* ***remains volatile****.*	likely to change suddenly. **volatility** N.
turbulence	*There is likely to be short-term* ***turbulence*** *in the market.*	a lot of sudden change (also **a bumpy ride** INF). **turbulent** ADJ.

1 Good or bad news for a company with shares listed on the stock market? Write G or B.

1 We saw a surge in the share value. ______
2 Millions were wiped off the value. ______
3 The company has slashed dividends. ______
4 Investors are snapping up shares. ______
5 Shares rallied yesterday. ______
6 Shares are in for a bumpy ride. ______

2 Replace the underlined word with an opposite.

1 The pound is <u>strengthening</u>. ______
2 Analysts expect a <u>cut</u> in the interest rate. ______
3 It could lead to an economic <u>boom</u>. ______
4 The share price has <u>soared</u>. ______
5 The market is <u>very stable</u>. ______
6 The market made significant <u>losses</u>. ______

3 Replace the underlined word(s) with a synonym.

1 The market remains quite <u>healthy</u>. ______
2 The dollar <u>recovered</u> slightly. ______
3 The share price <u>rocketed</u>. ______
4 Shares <u>plunged</u> to their lowest value. ______
5 The markets are in <u>total confusion</u>. ______
6 The market is very <u>unstable</u>. ______

Remember to test yourself

B Reasons to buy and sell shares

Investors may be given **contradictory** advice about the right time to invest in **equities**. Here, for example, are the thoughts of two experts in the autumn of 2007.

I would be looking to buy. There is good global growth which will **underpin corporate** profit, and many companies are currently looking strong with few significant **debt burdens**. Current **yields** may be low, but the **underlying outlook** is healthy.

I would be more cautious. There is a huge credit **bubble** at the moment. As the debt expands, bank lending will **dry up**. There has also been a surge in the yen, which could **trigger** more selling and put markets **under pressure**.

Glossary

investor	a person who buys land, shares, etc. in order to make a profit. **invest** V.
contradictory	saying two different and opposing things. SYN **conflicting**. **contradiction** N. **contradict sb/sth** V.
equities	PL company shares which do not pay a fixed rate of interest.
underpin sth	support or form the basis of sth.
corporate	connected with a large business company. **corporation** N.
debt burden	the responsibility of having to pay back a lot of money.
yield	the total profit or income you get from a business or investment.
underlying	(in finance) An **underlying** number or situation shows what the true amount or level of sth is.
outlook	the probable future for sth.
bubble	(in finance) a temporary and fragile situation caused by a rapid increase in sth (**the bubble will burst** = the situation will end, and people will lose money).
dry up	If sth **dries up**, there is gradually less and less of it.
trigger sth	cause sth to happen.
under pressure	suffering from strain.

4 One letter in one word is missing, unnecessary, or wrong. Find the error and correct it.

1 Analysts are worried that the debit burden is increasing. ____________
2 Many believe the credit bubble has already burnt. ____________
3 He has just contadicted what he told me earlier. ____________
4 The surge in the stock market is good news for inventors. ____________
5 Solid growth should underpine the economy. ____________
6 The company is planning to move its corporale headquarters. ____________
7 Would you advise me to invest in equiries at the moment? ____________
8 Some people have received record fields on their investment. ____________

5 Complete the sentences using words from the box.

bubble	conflicting	under	invest
debt	underlying	advice	equities
pressure	outlook	burden	burst

1 On the surface the ____________ seems uncertain, but the ____________ situation is good.
2 They borrowed a lot of money so there is still a significant ____________ ____________ .
3 They said different things, so I was given ____________ ____________ .
4 There is always a risk if somebody chooses to ____________ in ____________ .
5 If the banks go on lending more money, the credit ____________ could ____________ .
6 If shares continue to lose value, the market is put ____________ ____________ .

Remember to test yourself

48 I can **talk about personal finance**

A Spending and saving

Are you good at looking after your money? For instance, do you:

- keep a record of your **outgoings**, e.g. **debit card** payments, or **lose track** of what you spend?
- keep your account **in credit** all the time, or are you sometimes **overdrawn**?
- pay your credit card bills promptly, or do you allow debts to **mount up**?
- check all the **transactions** in your **bank statements**, or do you just ignore them?
- think you're **thrifty**, or do you **squander** large **sums** of money?

Glossary

outgoings PL the money a person or business has to spend regularly. OPP **income**.

debit card a plastic card used for taking money directly from your bank account.

lose track of sth/sb not have information about what is happening or where sth/sb is. OPP **keep track of sth/sb**.

credit If you are **in credit**, there is money in your account. OPP **overdrawn / in the red** INF. (If you are **overdrawn**, you have an **overdraft**.)

mount up increase gradually in size. SYN **build up / accumulate**.

transaction a piece of business between people. (Here, it is **putting** money **into** your account or **taking** it **out**. SYN **withdrawing** it.)

bank statement a record of the money paid into and out of a bank account.

thrifty careful about spending money. OPP **extravagant**.

squander sth waste sth, especially money or time, in a careless way.

sum (of sth) an amount of money.

spotlight **Bank accounts**

A **current account** gives immediate access to your money, but pays little interest. A **deposit** or **savings account** pays more interest but without such quick access.

1 Complete the sentences with suitable words.

1 I'm afraid I ______ track of ______ card payments because I forget to write them down. When I get my monthly bank ______, I can see all the ______.
2 I keep a reasonable amount of money in my ______ account – just enough to keep it in ______ – but I put most in a ______ account where I get more interest.
3 I didn't ______ track of my outgoings this month, and now I'm in the ______.
4 I'm the sensible one with money – very ______. My brother isn't; he's very ______.

2 Complete each dialogue with a single word.

1 Did you take some money out? ~ Yes, I ______ £100.
2 Is there money in your account? ~ No, I'm afraid I'm ______.
3 Do you know what you spend? ~ Yes, I keep a record of all my ______.
4 Have you spent too much this month? ~ Yes, and now I've got an ______.
5 Do you always pay credit card bills? ~ Yes, otherwise debts can ______ up.
6 Does he spend his money carefully? ~ No, he ______ most of it.

Remember to test yourself

B Looking after your money

Creating a personal budget

FEW PEOPLE bother to **budget**, which is why so many are in debt. You must **calculate** the total amount of money coming in **per** month, and the total going out, both regular outgoings and all other expenses. Then, **subtract** the expenses **from** the income. If there's a **surplus**, don't spend it: that is your emergency **fund** to keep for **contingencies**.

If there is a **shortfall**, then you must take action. Consider where you can **economize** and **make cutbacks**. Be ruthless, and don't expect anyone else to **subsidize** you and **bail you out**.

spotlight *surplus*

A **surplus** is more of something than is necessary. If it is money, the opposite is a **deficit**; if it is food, petrol, etc., the opposite is a **shortage**.

Glossary

budget	plan how much to spend and what to spend it on (a **budget** is the amount of money available to spend, with a plan for spending it).
calculate sth	use numbers to find a total number, amount, or distance. SYN **work sth out**. **calculation** N.
per	for each (used to express the cost or amount of sth for each person, period of time, etc.).
subtract sth from sth	take one number from another to calculate the difference. SYN **take sth away from sth**.
fund	an amount of money available for a particular purpose.
contingency	sth that may or may not happen (**contingency plans / a contingency fund**).
shortfall	the difference between what you have and what you need.
economize	reduce the amount of money, time, goods, etc. that you use. SYN **make cutbacks**.
subsidize sb	give money to sb to help them pay for sth. **subsidy** N.
bail sb out	rescue sb from a difficult situation, often with money.

3 Circle the odd one out, then say what the other two words have in common.

1 a) shortfall b) surplus c) deficit ________
2 a) shortage b) contingency c) shortfall ________
3 a) economize b) take away c) subtract ________
4 a) economize b) make cutbacks c) make contingency plans ________
5 a) deficit b) fund c) budget ________
6 a) work out b) calculate c) economize ________

4 Complete the texts with suitable words.

The floods in the spring are now causing severe food (1)________ throughout the country, and this will leave many farmers with a significant (2)________ in their income. A few lucky ones may have a (3)________ fund to help them, but the majority will no doubt be hoping for a government (4) ________ to (5)________ them out.

I'm not very careful with money and don't often (6)________ , but I decided to keep a record of my regular outgoings each month. At first I found it quite difficult to (7)________ ________ all my other expenses, but I managed it after a while. I realized I had a bit of a (8)________ whenever I had to pay large bills, and would need to make (9)________ . The most obvious place to start was the car, as it was costing me £100 (10)________ month.

Remember to test yourself

49 I can **discuss time management**

A Tips for time management

Time management questionnaire

- Do you **jot down** a list of jobs to do on a daily **basis**, and then **prioritize** them? ______
- Do you prioritize **ruthlessly**, deciding which tasks you have to **accomplish** that day? ______
- Do you **stick to** your priorities, **no matter what** happens? ______
- Do you try to **anticipate** so that you can **schedule** your tasks better? ______
- Do you **delegate** responsibilities as far as possible? ______
- Do you set yourself **rigorous** time limits for tasks, and stick to them? ______

Glossary

jot sth down	write sth quickly.
basis	a particular way in which sth is organized or done (**on a day-to-day basis, on a daily/weekly/ regular basis**).
prioritize	put tasks, problems, etc. in order of importance and do the most important first. **priority** N (**high/low/top priority**).
ruthlessly	in a determined and firm way.
accomplish sth	succeed in doing or completing sth. SYN **achieve sth**.
stick to sth	continue doing sth despite difficulties.
anticipate sth	expect sth will happen and prepare for it. **anticipation** N.
schedule sth	arrange for sth to happen at a particular time. **schedule** N.
delegate sth (to sb)	give part of your work to sb, especially sb in a lower position.
rigorous	strict and severe.

1 Circle the correct word(s). More than one word may be correct.

1. Once you have prioritized / accomplished your daily list, make sure you do it all.
2. You need to be rigorous / ruthless when deciding what the priorities are.
3. You need to set a time limit, no matter what / whatever happens.
4. I tend to check emails on a daily basis / base, wherever / whatever I am in the world.
5. The organizers hadn't scheduled / anticipated how many people would want to attend.

spotlight ***no matter what, whatever***

No matter what (**when**, etc.) means 'it doesn't matter what (when, etc.)' or 'it isn't important what (when, etc.)'. You can sometimes paraphrase it with **whatever** (**whenever**, etc.).
No matter what *happens, don't panic.*
= ***Whatever*** *happens, don't panic.*
You'll find work ***no matter where*** *you are.*
= ***wherever*** *you are*

2 Complete the dialogues.

1. How often do you review the figures? ~ Usually on a monthly ______.
2. He won't give up, even if it's hard. ~ I know, he always ______ to the task.
3. Were you surprised Jack was angry? ~ Yes. I didn't ______ that at all.
4. Has the meeting time been fixed? ~ Yes, it's ______ for 4.00 today.
5. You should get your assistant to do it. ~ I know, I should ______ work more often.
6. Have you got my email address? ~ No, let me just ______ it down.
7. Will you finish the project this week? ~ Yes, I'll do it no ______ what happens.
8. It's been a huge achievement. ~ Yes, we've ______ a great deal.

3 ABOUT YOU Write answers to the questionnaire, or ask another student.

Remember to test yourself

B Email stress

Email stress: the new office workers' **plague**

Over a third of workers say they are **inundated** with a **never-ending stream** of emails and are **stressed out** by the pressure to respond to them **promptly**. Research has found that some employees check their emails every few minutes, leaving them frustrated and **unproductive**. Females feel particularly **hard-hit** by the **deluge**. 'Email is an amazing tool, but it**'s got out of hand**,' says researcher Karen Renaud. She adds that when you **break off from** what you are doing to read your emails, you lose your **train of thought**. The advice is to **set aside** two or three specific email-reading times each day.

Glossary

inundated (with sth)	given so many things that you cannot deal with them. SYNS **overwhelmed**, **swamped**.
never-ending	seeming to last for ever. SYN **interminable**.
stressed out	INF too anxious and tired to be able to relax.
promptly	quickly; without delay. **prompt** ADJ.
unproductive	not producing good results. OPP **productive**.
hard-hit	badly affected by sth (also **severely/badly hit**).
be/get out of hand	be/become impossible to control. OPP **be under control**.
break off (from sth)	stop speaking or doing sth for a time.
train of thought	a linked series of thoughts in your head at one time.
set sth aside	keep sth, especially money or time, for a purpose.

spotlight **Metaphorical use of words**

A plague is a fast-spreading disease which often results in death; in the title it is something that causes irritation. A **stream** is a small river, but here it means a continuous flow of things. A **deluge** is a flood or heavy rain, but in the text it means a great quantity of something arriving at the same time.

4 Correct the spelling mistakes.

1 diluge ________
2 interminible ________
3 inondated ________
4 severly hit ________
5 under controll ________
6 plage ________

5 One word is missing in each sentence. What is it, and where does it go?

► I'm feeling very out. stressed
1 I need to aside money for rent. ________
2 I've lost my of thought. ________
3 We were hard by the price war. ________
4 The work has been never-. ________
5 Our spending has got out hand. ________
6 I had to break from what I was doing. ________
7 The situation is control. ________

6 Complete the questions.

ABOUT YOU

1 If you have a constant s________ of interruptions, do you feel o________/s________? ________
2 Did you get a lot of work done today, or was it a rather u________ day? ________
3 Do you agree that people suffer from a d________ of emails? ________
4 Do you think it's important to reply to emails p________? ________
5 Do you often feel s________ out because of work or studies? ________
6 What do you think would make you more p________ at work? ________

7 ABOUT YOU Write your answers to Exercise 6, or ask another student.

Remember to test yourself

50 I can **discuss workplace disputes**

A An industrial dispute

Talks between Royal Mail bosses and the CWU union have again ended in **deadlock**, so the union has decided, following the support of its members in the national **ballot**, to **set a date** for strikes as early as next week. They claim it is not just a pay **dispute**, but an attempt to **halt** the **closure** of 2,500 post offices and the further **privatization** of services. For the government, though, there is a great deal **at stake**. If the management gives in to the demands, it could **set a precedent** for other groups, who may feel more **inclined to step up** their own claims for higher wage settlements.

Glossary

deadlock	a failure to reach an agreement or settle an argument (be unable to **break the deadlock**).
ballot	a system of voting in which votes are made in secret (**ballot** (v) a group of people = ask members of a group to vote on sth).
dispute	a disagreement, often official, between people or groups (a **pay/ industrial dispute**, **settle a dispute**).
halt sth	prevent sth from continuing.
closure	a situation in which a school, factory, etc. is permanently shut.
privatization	the process of selling an industry so it is no longer owned by the government. OPP **nationalization**. **privatize sth** V.
at stake	If sth is **at stake**, you will lose it if a plan or action is not successful (*there's a lot* ***at stake*** */ the stakes are high*).
precedent	a thing that happened in the past which is seen as a rule or example to be followed by others in a similar situation.
inclined to do sth	likely to do sth or tending to do sth. **inclination** N.
step sth up	increase the amount of an activity in order to achieve sth.

spotlight ***set*** **+ noun**

Set is used with many nouns, often meaning to fix something for others to copy, e.g. **set an example**, **set a standard**, **set a record**, **set a precedent**. It can also mean to decide on something, as in **set a date/limit**.

1 Complete the sentences with a suitable verb.

1 He ______________ the standard for others to follow.
2 We must act now in order to ______________ the dispute.
3 The union must ______________ their members before they can go ahead with strike action.
4 They haven't ______________ a date for the next meeting yet.
5 We must find a way to ______________ the deadlock.
6 The government has failed to ______________ the economic decline, so things look bad.
7 If their demands aren't met, some workers will ______________ ______________ their call for strike action.

2 Complete the dialogues with a single word in each space.

1 Is it the only factory to close? ~ No, there have been lots of ______________ .
2 Why are they going on strike? ~ It's a ______________ over pay I believe.
3 Has this happened before? ~ No, it would set a ______________ .
4 Have they reached an agreement? ~ No, the talks ended in ______________ .
5 Will the government sell the railways? ~ Yes, there are plans to ______________ them.
6 What will happen if you leave? ~ I think others may be ______________ to follow.

Remember to test yourself

B Staff disputes

What would you do in a dispute between members of your own staff? Would you . . .

a) **intervene** at once to **resolve** the problem?

This would be **proactive**, and a positive way to **tackle the problem**, but is there a risk of **blowing it up out of all proportion**?

b) see if the staff can **sort it out** themselves?

This could be interpreted as **passing the buck**. But the staff may not want you to **interfere**, so it could be a **wise** thing to do.

c) wait to see if the problem **sorts itself out**?

Is this sensible or would you just be **procrastinating**?

d) **bury your head in the sand**, as if you're saying, 'What problem?'

Glossary

intervene in sth	get involved in a situation in order to help. **intervention** N.
resolve sth	FML find an acceptable solution to a problem. **resolution** N.
proactive	(of a person or policy) creating or controlling a situation by making things happen, rather than waiting for things to happen.
tackle a problem	do sth to solve a problem.
blow sth (up) out of (all) proportion	make sth more serious than it is.
sort sth out	deal with a problem successfully (if **sth sorts itself out**, the problem is resolved without the need for action from anyone).
pass the buck	make sb else deal with sth that you should deal with.
interfere (in sth)	get involved in a situation in a way that annoys others. **interference** N.
wise (of actions)	sensible; showing good judgement. **wisdom** N. SYN **prudent**. **prudence** N.
procrastinate	FML delay doing sth until later, often because you don't want to do it. **procrastination** N.
bury your head in the sand	pretend a difficult situation doesn't exist.

3 Write the nouns related to these verbs.

1 procrastinate ________
2 interfere ________
3 resolve ________
4 intervene ________
5 wise ________
6 prudent ________

4 Is the speaker pleased or angry with his boss? Write P or A.

1 She tackled the problem. ____
2 She intervened at once. ____
3 She interfered as usual. ____
4 She buried her head in the sand. ____
5 She was very prudent. ____
6 She passed the buck. ____
7 She's usually very proactive. ____
8 She always procrastinates. ____

5 Complete the text.

We recently had a dispute between two employees who wouldn't work together. I could see the problem wasn't going to (1)________ itself out; I realized that if I didn't (2)________ and sort it (3)________ , I'd be accused of passing the (4)________. However, I didn't want to (5)________ it up out of all (6)________ , so I just had a quiet word with them. It turned out to be a (7)________ decision, because the problem was (8)________ quite quickly.

6 ABOUT YOU What would you do in the situation at the top of the page?

Remember to test yourself

51 I can **talk about office problems**

MY TOP FIVE **PET HATES**

I can't stand it when colleagues …

- create a paper **jam** in the **photocopier**[1] and leave others to **put it right**
- are always **absent** when the work **piles up** and things are really **hectic**
- **neglect** their own work, but **poke their noses into** other people's business
- **fail to** provide **handover** instructions when they go away on holiday
- constantly **hum**, whistle, **giggle** uncontrollably, **sniff**, etc. right next to me!

Glossary

pet hate	a thing you particularly dislike or find annoying.
jam	a situation in which a machine doesn't work because sth is stuck in one position (a **paper jam**). **jam** V (*the photocopier keeps **jamming***).
put sth right	make a situation better after a mistake has made.
absent (from sth)	not in a place, e.g. because of illness. **absence** N.
pile up	become larger in quantity or amount. SYN **accumulate**.
hectic	very busy.
neglect sth	not do sth, or not give enough attention to sth. **neglect** N.
poke/stick your nose in(to) sth	INF become involved in sth that does not concern you.
fail to do sth	not do sth that people expect you to do. SYN **neglect to do sth**.
handover	the act of making sb else responsible for sth. **hand sth over (to sb)** V.
hum	sing a tune with your lips closed.
giggle	laugh in a silly way when you're embarrassed, amused, or nervous.
sniff	take a quick, noisy breath in through your nose, e.g. when you have a cold.

1 Is the meaning the same or different? Write S or D.

1 The photocopier isn't working.	There's a paper jam in the photocopier.	
2 I mended the fault in the machine.	I put the fault right.	
3 It's one of my pet hates.	It's something I can't stand.	
4 My colleague keeps humming.	My colleague keeps singing.	
5 She was absent this morning.	She wasn't here this morning.	
6 He's always poking his nose in.	He's always neglecting his work.	
7 Work is getting hectic.	Work is really piling up.	
8 I wish she'd stop sniffing.	I wish she'd stop giggling.	

2 Complete the text.

My colleague Barbara had a month off recently; she left very specific (1)__________ instructions for her colleague Doug, so that after such a long (2)__________, she wouldn't come back to find a mountain of work had (3)__________. However, Doug's pretty lazy and he (4)__________ to do the things she asked him to. He also (5)__________ his own work and spent most of the time standing round the (6)__________ gossiping, or (7)__________ his nose into other people's business or just (8)__________ at Mark's silly jokes. Barbara's back now, furious with Doug, and, with all the work we have to do, life is as (9)__________ as ever. I don't think Doug will have his job much longer.

3 ABOUT YOU Do you work in an office? If so, do you have any pet hates? Write a list, or tell another student.

Review: Work and finance

Unit 44

1 Complete the dialogues.

1 A Your office is moving to Milan, isn't it?
  B Yes, and I've got a generous ________ allowance, which is great.
2 A Does your company have a bonus ________ ?
  B Yeah, and it's ________-related, which is why I put in such long hours.
3 A When does your maternity ________ start?
  B Next month. And when I come back there is childcare ________ .
4 A Do you use the company ________ at lunchtime?
  B Yes, and it's ________, so you can get a good meal for €2.
5 A How much holiday are you ________ to?
  B I get 30 days off, but I believe the ________ is increasing to 32 days next year.

AZ more words: ***statutory*** *rights/holidays, temporary* ***lay-off****,* ***breach*** *of contract, free health* ***screening****,* ***share/stock*** *options*

Unit 45

1 Tick the words which are correct. One, two, or three may be correct.

1 There has always been a lot of mutual *trust* ☐ *confidence* ☐ *respect* ☐.
2 There are several *additional* ☐ *extra* ☐ *further* ☐ factors to consider.
3 It's hard to *juggle* ☐ *encroach upon* ☐ *encounter* ☐ work and family responsibilities.
4 Teamwork requires *a degree* ☐ *an extent* ☐ *an insight* ☐ of respect between colleagues.
5 Colleagues who don't fit in can *undermine* ☐ *pool* ☐ *disrupt* ☐ the work of the team.
6 The project has helped to *foster* ☐ *promote* ☐ *encroach upon* ☐ team spirit.

AZ more words: *make* ***ends*** *meet, networking, the career* ***ladder****, camaraderie, counterpart,* ***dead-end*** *job, roller coaster*

Unit 46

1 One word is missing from each sentence. Where does it go? Write it at the end.

1 They're in a bad state but, knowing them, they won't take it lying. ________
2 The company is likely to an advertising campaign to improve its profile. ________
3 We have no choice but to our belts in the current climate. ________
4 We could borrow more, but we don't want to go that road. ________
5 The US job figures are fuelling of a global recession. ________
6 It's been chaotic on the markets, but let's just wait till the settles. ________
7 The bid was turned because of insufficient backing by shareholders. ________
8 There is concern that the move will off a fresh round of bids and mergers. ________

AZ more words: *the (financial)* ***muscle****, go back to the* ***drawing board****,* ***grind*** *to a halt, an* ***injection*** *of cash, back on* ***track***

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Unit 47

1 Organize the words in the box into the two groups below.

plunge soar turbulence plummet surge volatile slash
boom buoyant turmoil rally slump gains

STABLE OR RISING	UNSTABLE OR FALLING

2 Complete the sentences with suitable words.

1 It's a very good time for ______ to buy shares.
2 The company is struggling under a significant ______ burden.
3 It's a difficult time for the company as they are under a lot of ______.
4 If there is a surge in one currency it could ______ more selling in another currency.
5 Investing in ______ carries more risk than putting your money into a bank account.
6 The market is unstable at present but the ______ is good.
7 Analysts are worried that the credit bubble could ______.
8 Investors are getting ______ signs from the market: one day it suggests things are getting worse, the next day the market rallies.

AZ more words: ***ethical*** *investments, bonds,* ***portfolio*** *of investments,* ***negative equity***, ***rights issue***, ***bull market***, ***bear market***

Unit 48

1 Complete the email from a student to her parents.

Dear Mum and Dad

Sorry I haven't been in touch for a while, but things have been really busy at university. Anyway, I'm afraid I've got a confession to make. I've just been looking at my bank (1)______, and I feel really stupid. I don't know how it's happened, but I'm in the (2)______ by a very large amount. In fact, I'm (3)______ by nearly $500, and even worse, I've already spent the $200 contingency (4)______ you gave me last term. I know you think I've been (5)______ money instead of spending it wisely as you've always insisted, but my (6)______ have been enormous this term: books, a laptop, DVDs (for my studies, of course)... I know I've never been good at keeping to a (7)______, but if you will just (8)______ me out this one last time, I promise I will (9)______ cutbacks and keep (10)______ of my spending from now on. Honestly, I will. Really. Honestly and truly.

I'll ring you tonight to talk it over,

Lots of love,

Angelica

AZ more words: *live within your* ***means***, *fritter (money) away, take out a* ***mortgage***, *pay sth off, extortionate, tax* ***rebate***

Unit 49

1 Complete the sentences with suitable verbs.

Improve your time management

If you want to (1)............ a lot in one day, here's how to do it.

- First of all, (2)............ your daily tasks, so that important ones are dealt with first.
- As soon as you have your targets for the day, (3)............ to them.
- Try to (4)............ any problems; then you are better equipped to deal with them.
- (5)............ meetings so that they don't interrupt your day too much.
- Always (6)............ aside time every day for routine tasks such as responding to emails.
- (7)............ responsibilities so that you don't waste time on trivial things.

AZ more words: *workload, absenteeism, backlog, be up to your **eyes** in sth, have a lot on your **plate,** fall behind **schedule***

Unit 50

1 Cross out the word which is wrong. Write the correct word at the end.

1 It's a delicate situation and the steaks are high. ....
2 This legal action could make a precedent. ....
3 The union will need to ballet its members before calling a strike. ....
4 They are having further talks to try to set the dispute. ....
5 The government is planning further privatizement of the postal service. ....
6 He may get better, but he's inclinated to be very lazy. ....
7 I was very grateful for the manager's interference in the dispute. ....
8 Don't worry; the problem will sort itself off. ....

AZ more words: *grievance, go to arbitration, mediate, take the **easy** way out, even-handed, meddle in/with sth*

Unit 51

1 Which words are being defined?

1	....	sing with your lips closed
2	....	take a quick, noisy breath in
3	....	laugh in a silly way
4	....	not in your place of work, perhaps because of illness
5	....	very busy
6	.... *sth*	not give enough attention to something
7	....	a machine that makes copies of documents
8	.... *hate*	a thing you particularly dislike
9	.... *sth right*	make a situation better after a mistake has been made
10	.... *your* .... *into sth*	become involved in something that doesn't concern you

AZ more words: *aggravating, pester sb, **know**-all, whine about things, seethe (with anger), **drum** your fingers*

52 I can describe cause and effect

A Actions and reactions

The **road rage** thing was all **sparked** by a trivial **incident**. The guy behind me kept blowing his horn and it was **driving me mad**. When we stopped at the lights, my passenger Phil **egged me on** to have a word with him. I got out, we started arguing, **one thing led to another** and . . . , well, I kicked his car and **dented**[1] it. He **retaliated** and kicked mine, and Phil, who is easily **provoked**, joined in. I realize I **overreacted**, and I'm shocked at my own behaviour; I think it all **boils down to** the fact that I haven't been well lately. All I can say is that it was an unfortunate **chain of events**, that's for sure . . .

Glossary

road rage	angry or violent behaviour by one driver towards another driver.
spark sth (off)	cause sth to start or develop suddenly.
incident	sth that happens, especially sth unusual or unpleasant.
drive sb mad/crazy/insane	make sb very angry, crazy, etc.
egg sb on	INF encourage sb to do sth, especially sth they should not do.
one thing leads to another	used to suggest that the way one event leads to another is so obvious that it does not need to be stated.
retaliate	do sth harmful to sb because they harmed you first. **retaliation** N.
provoke sb (into sth)	say or do sth that you know will annoy sb so that they react angrily. SYN **goad sb. provocation** N.
overreact (to sth)	react too strongly to sth, especially sth unpleasant.
boil down to sth	INF (of a situation) have sth as a main or basic part.
chain of events	a number of connected events that happen one after the other. SYN **sequence of events.**

1 Circle the correct word(s). In some cases, both may be correct.

1. My neighbour's loud music drives / sparks me crazy.
2. She attacked me and, stupidly, I retaliated / egged her on.
3. He was provoked / goaded into a huge argument.
4. It's very common to overreact / boil down to provocation.
5. It was a very unfortunate sequence / chain of events, which ended in court.
6. How exactly did the incident / dent end?
7. One thing led / went to another, and I found myself the owner of a new car.
8. Don't mention her ex-boyfriend; it will only drive / provoke her again.

2 Complete the questions, then write your answers, or ask another student. ABOUT YOU

1. Have you ever witnessed a r__________ rage i__________? __________
2. Have you ever kicked something and d__________ it? __________
3. Do you tend to remain calm, or do you o__________ in difficult situations? __________
4. What kinds of things d__________ you mad? __________

Remember to test yourself

B Causes, reasons, and results

A What **aroused** the police's suspicions?
B Well, Sims had a clear **motive**: revenge.

A What was the **outcome** of the discussion?
B We were eventually **coerced into** agreeing.

A The flood had **a knock-on effect** on tourism.
B Yes, it was bound to have **repercussions**.

A What **prompted** you to ring Nina?
B **No reason** – just fancied a chat.

A We're considering various **spin-offs**.
B That should **generate** more income.

A Has the smoking ban **come into effect**?
B Yes, it's already **made a** big **difference**.

Glossary

arouse sth	make sb have a particular feeling or attitude. **arouse (sb's) suspicion/curiosity.**
motive	a reason for doing sth.
outcome	the result of a situation or event (**final outcome** SYN **end result**).
coerce sb (into doing sth)	FML force sb to do sth. **coercion** N.
repercussions	unintended and usually unwelcome results of an action or event. SYN **consequences.**
prompt sb to do sth	make sb decide to do sth.
no reason	often used when you do not want to say why you have done sth.
spin-off	a new product that is based on another that already exists.
generate sth	produce or create sth (**generate income/profit/jobs**).
make a difference	have an effect on sth, usually a good effect.

spotlight *effect*

If a law or regulation **comes into effect**, it begins to apply or be used. **Knock-on effects** cause events to happen one after another in a series. An **adverse** or **detrimental effect** is a negative or unpleasant one (OPP a **beneficial** effect).

3 Match 1–8 with a–h.

1 We don't want to feel ______
2 The incident aroused ______
3 I believe it will make a big ______
4 The decision had an adverse ______
5 The move will have serious ______
6 The suspect had a clear ______
7 The company is planning commercial ______
8 The move generated considerable ______

a income.
b effect.
c spin-offs.
d repercussions.
e suspicion.
f coerced.
g difference.
h motive.

4 One word is missing in each sentence. What is it, and where does it go?

1 The house took a long time to build, but the end is fantastic. ______
2 What made you ring Robert? ~ Oh, reason. ______
3 The new law came effect at the beginning of June. ______
4 Too much sunlight can have a effect on your skin. ______
5 Current levels of deforestation will have long-term. ______
6 I'm not really sure what him to resign so suddenly. ______
7 What was the final of the talks in Bali? ______
8 One indirect result or knock-on will be price rises throughout the economy. ______

Remember to test yourself

53 I can talk about truth and lies

A A story about lying

I **was** once **economical with the truth** on a job application form. I lied about my employment record, **talked up** my skills, and **embellished** my previous salary by a few thousand. Oh, and I **glossed over** one rather **unpalatable** truth, **namely** that I'd been sacked from my last job. But trying to **sustain** the lies at the interview was a nightmare. My interviewer soon **detected** something was wrong, and a friendly chat **deteriorated** into an awful **interrogation**. And after a series of awkward questions, he **caught me out**; I felt utterly **humiliated**. **Needless to say**, I've never done it since.

Glossary

be economical with the truth say things that are only partially true (used as a euphemism for 'lie': see page 203).

talk sth up describe sth in a way that makes it sound better than it is.

embellish sth make a statement or story more interesting by adding details that are not always true.

gloss over sth deliberately avoid talking about sth unpleasant, or say as little as possible about it.

unpalatable unpleasant and hard to accept.

namely used to introduce more exact information about a subject.

sustain sth make sth continue for some time.

detect sth discover or notice sth, especially sth that is hard to see or hear.

deteriorate become worse. **deterioration** N.

interrogation the process of asking sb a lot of questions, especially in an aggressive way. **interrogate sb** V.

catch sb out make sb make a mistake which shows they have been lying.

humiliated feeling ashamed because you have lost the respect of other people. **humiliate sb** V. **humiliation** N.

needless to say obviously.

1 Complete the words and circle the stressed syllable.

► economical

1 embel_____

2 s___st___n

3 h___m___l___ted

4 int_____og_____ion

5 int_____og_____

6 unp_____t___ble

7 d___t___ct

8 n___m___ly

2 Complete the dialogue.

A Did you know that Johnny Savill's got the sack? Evidently he was, well, let's just say he was '(1)_____ with the truth' about a few things.

B Well, I can't say I'm surprised. When I worked with him he often (2)_____ things up, especially when our sales were down. And I think he was a bit dishonest – he would (3)_____ the facts, or (4)_____ over the things he didn't want you to know about. And his relationship with Mrs Kilgarriff has really (5)_____ lately because she was obviously suspicious of him.

A Yeah, evidently he was called in to see her yesterday and she virtually (6)_____ him, asking him loads of difficult questions, and eventually she (7)_____ him out. He must have felt really (8)_____ – he's a very proud guy. In the end, he just couldn't (9)_____ all those lies. Well who could, faced with Mrs Kilgarriff? But (10)_____ say, I'm not sorry for him. He deserved it.

Remember to test yourself

B Quotes about truth and lies

- When war is **declared**, truth is the first **casualty**. *Arthur Ponsonby*
- The most dangerous of all **falsehoods** is a slightly **distorted** truth. *C. G. Lichtenberg*
- **Level with** your child by being honest. Nobody spots a **phoney** quicker than a child. *Mary MacCracken*
- There are only two ways of telling the complete truth: **anonymously** and **posthumously**. *Thomas Sowell*
- Tell the truth so as to **puzzle** and **confound** your **adversaries**. *Henry Wotten*
- We are never **deceived**; we deceive ourselves. *Johann Wolfgang von Goethe*

spotlight Types of lie

A **falsehood** FML is a lie. A **white lie** is a small lie, especially one you tell to avoid hurting someone. A **half-truth** is a statement which only gives some of the facts. A **fib** INF is an unimportant lie.

Glossary

declare war / a ceasefire announce the start of war or a ceasefire.
casualty sth that is destroyed or sb who suffers when sth else happens.
distort sth twist or change facts, etc. so that they are no longer true.
level with sb INF tell the truth and not hide any important facts.
phoney INF a person who is not honest or sincere. **phoney** ADJ, INF.
anonymously in such a way that the speaker's name is kept secret. **anonymity** N.
posthumously after sb has died.
puzzle sb make sb feel confused because they don't understand sth. SYNS **baffle sb**, **confound sb** FML. **puzzled** ADJ.
adversary FML an enemy or opponent.
deceive sb trick sb by behaving dishonestly (also **deceive yourself** refuse to admit that sth unpleasant is true SYN **delude yourself**). **deceit** N. SYN **deception** N.

3 Write the words in the correct column in the table.

phoney a white lie falsehood confound sb fib deceit
adversary level with sb declare sth distort sth

Formal	Informal	Neutral

4 Complete the dialogues.

1 Did she sign her name on the letter? ~ No, she sent it ________ .
2 Why did Erich lose his job? ~ He was a ________ of the financial cutbacks.
3 He was awarded the medal ________ . ~ Yes, his widow accepted it on his behalf.
4 I eat loads of vegetables. ~ That's a ________ -truth. They're all on your pizzas!
5 What's the latest news? ~ The rebels have ________ a ceasefire.
6 Did you understand what she said? ~ No, I was a bit ________ , actually.
7 I'm good enough to win. ~ You're just ________ yourself; you won't.
8 Was it true what he said? ~ No, he ________ the facts. I was very angry.

5 ABOUT YOU Look at the quotes again. Do you agree with them? Write your answers, or discuss with another student.

54 I can **discuss problems and solutions**

A Problems in general

Word	Example	Meaning
minor	*The design is a* ***minor*** *problem.*	not important. OPP **major**.
growing	*Obesity is a* ***growing*** *problem.*	increasing in size, amount, or degree.
urgent	*Lack of funds is an* ***urgent*** *issue.*	requiring immediate action.
perennial	*Noise is a* ***perennial*** *problem.*	always existing and not seeming to change.
insoluble	*The problem seems* ***insoluble****.*	unable to be solved. SYN **insurmountable** FML.

arise	*Various problems have* ***arisen****.*	start to exist. SYN **occur / come up**.
raise sth	*I* ***raised*** *the problem of staffing.*	mention sth for people to discuss.
confront sb	*There are a number of problems* ***confronting*** *the head teacher.*	If problems **confront sb**, they appear and have to be dealt with by sb. SYN **face sb**.
confront sth	*She's had to* ***confront*** *the fact that she can no longer walk.*	deal with a problem or difficult situation. SYN **face up to sth**.
address sth	*We've got to* ***address*** *the lack of experience in the team.*	think about a difficult situation and decide how to deal with it.
get to grips with sth	*I'm just beginning to* ***get to grips with*** *my new job.*	begin to understand and deal with sth difficult.
tackle sth	*They must* ***tackle*** *inflation.*	make a big effort to deal with a problem.
overcome sth	*The company had to* ***overcome*** *a number of financial difficulties.*	succeed in dealing with a problem that has been preventing you from achieving sth.
exacerbate sth FML	*We must be careful not to* ***exacerbate*** *the problem.*	make an existing problem worse. SYN **aggravate sth**.

1 Replace the underlined word with a synonym.

1 The problem is increasing. ....
2 She's had to confront her fear. ....
3 When did the problem occur? ....
4 Drugs can aggravate the problem. ....
5 It is an insurmountable problem. ....
6 The problem facing us is huge. ....

2 Complete the gaps in the dialogues with one word.

1 Have they aggravated the problem? ~ Yes, they've made it ....
2 Is it an .... problem? ~ No, we can deal with it later.
3 Have they discussed finance? ~ Yes, I .... it at the last meeting.
4 Has she .... her shyness? ~ Yes, and the difference is amazing.
5 Have they solved the problem? ~ No, but they've begun to get to .... with it.
6 It's a .... problem, isn't it? ~ Yes, it never seems to go away.
7 Are they .... the problem? ~ Yes, I think they're making a real effort.
8 Is it a major problem? ~ No, it's just a .... matter really.

3 ABOUT YOUR COUNTRY Are these things problems in your country? If so, which adjectives above might describe the problem, and what is being done about them?

litter on the streets graffiti on walls increasing household waste
pollution in town centres parking in town centres vandalism bullying in schools

Remember to test yourself

B Teenage problems and solutions

How parents can deal with teenage problems

1 Teenagers are never satisfied with their appearance and this can **dent** their **self-esteem.** Don't **make light of** these worries even if they seem **trivial** to you. Explain that others don't notice the details that we notice in ourselves.

2 Some teenagers **take** failure **in their stride**, while others let it **get them down.** Help your teen to **keep things in perspective.** Explain that everyone has **setbacks** in life, and **reassure** them that you**'re behind** them 100 per cent, **regardless of** what happens.

3 Some teenagers – boys especially – find it difficult to identify and **articulate** how they feel. Keep **channels of communication** open at all times and respect their ideas.

Glossary

dent (sb's confidence, reputation, etc.)	damage sb's confidence, etc.
self-esteem	the way you feel about yourself (**high/low self-esteem**).
make light of sth	treat sth as unimportant. OPP **take sth seriously.**
trivial	not important or serious.
take sth in your stride	accept and deal with a difficult situation without letting it worry you.
get sb down	If sth **gets you down** it makes you feel sad or depressed.
keep sth in perspective	not allow a problem to have too much importance.
setback	a problem that delays or prevents progress.
reassure sb	say or do sth that makes sb less worried. SYN **set sb's mind at rest.**
be behind sb/sth	give your support to sb/sth.
regardless of sth	without being affected or influenced by sth.
articulate sth	FML express your thoughts clearly in words. **articulate** ADJ.
channel of communication	a system or method for sending or obtaining information.

4 Complete the gaps in the sentences with a single word.

1. His poor exam results have not been good for his self-________ .
2. It's upsetting, but she mustn't let it ________ her ________ .
3. She expresses herself very well; she's always been extremely ________ .
4. His mother will support him ________ of what he does, because she loves him.
5. Bullying is not a ________ issue; it's a very serious problem.
6. Parents must ensure there is an open ________ of communication with their kids.

5 Complete the conversation with a suitable word or words.

A Carrie's teacher told her that she isn't good enough to become a doctor, and it has (1)________ her confidence.

B I'll bet it has. And Carrie's not good at taking these things in (2)________ , is she?

A No. And when you're her age, it's difficult to keep things in (3)________ .

B Yeah. But I'm sure her mother has tried to set her mind (4)________ .

A Oh yes, she's been right (5)________ her, and has (6)________ her that everything is OK. She's also tried to make (7)________ of the teacher's remarks by suggesting that he didn't mean it.

B Yes, but even so, it must be a real (8)________ for her. I hope she gets over it quickly.

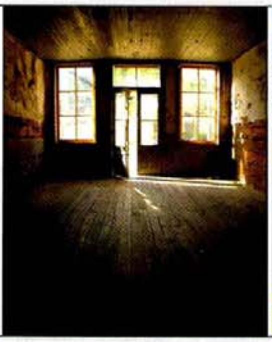
6 ABOUT YOU Have you experienced any of the teenage problems above, either as a teenager yourself or as a parent? What other problems do teenagers often have, and how should parents respond? Write your answers or talk to another student.

Remember to test yourself

55 I can describe **old and new**

A An old house

. . . we saw this amazing, **dilapidated** house, **formerly** owned by a wealthy family but then **abandoned** at the end of the century. Some features like the oak staircase are very well **preserved**, but most of it is pretty **run-down** and has **fallen into decay**. It could be a lot of fun **renovating** it, though. It has old **stables**, which I'd like to convert into an **ultra-modern** kitchen. There are also the **ruins** of a **medieval tower**[1]! I'd love to **trace** the history of the place . . .



Glossary

dilapidated	(of a building) old and in very bad condition. SYNS **run-down**, **ramshackle**.
formerly	in earlier times. SYN **previously**.
abandon sth	leave a place, vehicle, etc. empty without planning to return.
preserve sth	keep sth in its original state or in good condition. **preservation** N.
fall into decay/ disrepair	gradually be destroyed through lack of care.
renovate sth	repair and decorate an old building, car, etc. SYN **do sth up** INF.
stables	buildings in which horses are kept.
ultra-(modern)	extremely (modern) (also **ultra-cautious**).
ruins	parts of a building that remain after it has been destroyed. (**Remains** are parts of objects and buildings that have been discovered recently. **Human/animal remains** are bones or dead bodies.)
medieval	connected with **the Middle Ages** (= about 1000 to 1450).
trace sth (back) (to sth)	find the origin or cause of sth.

1 Cross out the word that is wrong in each sentence. Write the correct word at the end.

1 The company deals in extra-modern, contemporary furniture. ______
2 The weather has meant that the building is in a poor state of destruction. ______
3 They discovered the ruins of a dead sheep at the end of the field. ______
4 She keeps the horses in the estables at night. ______
5 The war left the whole area on ruins, with countless run-down buildings. ______
6 Mumbai, formally known as Bombay, has a population of 15 million. ______

2 Complete the dialogues. More than one word may be correct.

1 The building used to be a prison, didn't it? ~ No, it was ______ a hospital.
2 Are you going to do the place ______? ~ Yes, we plan ______ it.
3 It's in a bad state, isn't it? ~ Yes, it's very ______ .
4 It fell into ______ years ago. ~ Yes, it was ______ by the owner.
5 We can restore it to its original condition. ~ Yes, we should ______ old buildings.
6 It dates from the ______ Ages, I believe. ~ That's right, it's ______ .
7 Why is he using the internet so much? ~ He wants to ______ his family history.
8 That style's very fashionable just now. ~ Yes, it's ______ modern.

Remember to test yourself

B Old and new objects

Brand new Sasko G5000 mobile phone – **cutting-edge** technology at its very best.

Genuine antique grandfather clock. The 8-day mechanism is **in mint condition**.

Innovative anti-snore **device** – clips on to sleeper's nose for a good night's sleep.

Reproduction ancient Egyptian statue of the goddess Bastet.

Up-to-date guidebook to Korea – **second-hand** but **good as new**.

Fully reconditioned exercise bike with original **packaging** and instructions.

Glossary

brand new completely new.

cutting-edge (technology) the most advanced (technology) in the field.

innovative featuring or introducing new ideas, methods, etc.

device an object or piece of equipment designed to do a particular job.

up to date modern (**out of date** = old-fashioned, or without the most recent information and therefore no longer useful).

second-hand not new; owned by sb else before.

(as) good as new in very good condition (also **like new** ADV).

genuine exactly what it appears to be; real. SYN **authentic**.

antique old, and often very valuable. **antique** N.

in mint condition new or as good as new. SYN **in perfect condition**.

reproduction a thing made as a copy of an earlier object or style. **reproduce sth** V.

ancient belonging to a period of history from thousands of years ago.

reconditioned (of a machine) repaired so that it is in good condition.

packaging materials used to wrap and protect goods sold in shops.

3 Complete the phrases.

1 ______ of date
2 in ______ condition
3 ______ as new
4 cutting ______
5 brand ______
6 second-______

4 Complete the sentences.

1 A battery charger is an extremely useful energy-saving ______ .
2 It's a beautifully made, 18th-century ______ clock. At least, I hope it's genuine!
3 There were earrings like it thousands of years ago in ______ Greece, and now they make ______ of them and sell them in tourist shops.
4 We bought a second-hand lawnmower – it was fully ______ , and it was fantastic value.
5 I don't want a copy of the clock: I want a ______ antique.
6 Shops often sell more goods if they're displayed in attractive ______ .
7 Our small factory ______ antique clocks and we sell them on the internet.
8 They want something really ______ to date, and they're awarding a prize for the most ______ design.

Remember to test yourself

56 I can talk about **success and failure**

A Success

JANE Maximo, your pizza chain's been a **resounding** success. How did things **turn out** so well for you? What's **the secret of your success**?

MAXIMO Well, I had **a stroke of luck** early on. I hired a talented young chef who was really keen to **fulfil his potential**, and basically he **never put a foot wrong**. We had to work together to **overcome** all the **obstacles in our way** – we nearly **came unstuck** when the first restaurant was flooded – but eventually we **made it**.

JANE You **made a** big **breakthrough** after you were on that TV show, didn't you?

MAXIMO Yes, we **went from strength to strength** after that. Still, you can never relax ...

Glossary

resounding	very great (**a resounding success/defeat/win/victory**).
turn out (well/badly)	happen in a particular way, often unexpectedly.
the secret of (your) success	a way of doing things that has brought success.
a stroke of sth	an unexpected but important event (**a stroke of luck**).
potential	qualities that exist and can be developed (**fulfil/realize your potential** = use your natural abilities to achieve what you hoped to achieve).
not put a foot wrong	not make a single mistake.
overcome sth	succeed in controlling or dealing with a problem.
obstacle	a situation or event that makes it hard for you to achieve sth.
in sb's/the way	stopping sb from doing sth.
come unstuck	INF fail completely.
make it	succeed in achieving a goal; become successful.
breakthrough	an important development that may lead to an achievement or agreement (**make/achieve a breakthrough**).
go from strength to strength	become more and more successful.

1 Make six phrases using words from the box.

a resounding come the secret turn out a stroke fulfil
of luck unstuck of your success your potential victory badly

______ ______ ______
______ ______ ______

2 Good or bad? Write G or B.

1 We went from strength to strength. ______
2 There were obstacles in our way. ______
3 They came unstuck. ______
4 She never put a foot wrong. ______
5 They had a breakthrough. ______
6 They overcame the obstacles. ______

3 Complete the sentences.

1 He's very successful, but he's had to ______ various personal problems during his life.
2 I passed my exam. However, I think it was a ______ of luck.
3 The company struggled at first; now they're going from strength ______ .
4 You must ask him for the ______ of his success.
5 There's a long way to go, but things have ______ out well so far.
6 The film industry is a tough business, but I believe she has the ______ to go on and make it.

Remember to test yourself

B Failure

A Did Don **make a go of** the business?
B No, he was **way out of his depth**.

A It's a **tricky** situation to deal with.
B Yes, Sue's really **up against it**.

A I'm afraid the marriage is **going downhill**.
B And it started so well. That's sad.

A So Carla **came bottom** in the exams.
B Yeah, and I only just **scraped through**. Mum thinks we've **let her down**.

A That boxer **is past it**, surely.
B Yeah, but he still wants to **make a comeback**.

A I hear the film was a **flop**.
B Afraid so – an **unmitigated** disaster.

spotlight *way*

Way can be used informally to mean 'by a large amount' or 'very far'.
It cost ***way*** *over $1,000.* = a lot more than $1,000
The others were ***way*** *ahead of me.* = a long way ahead of me

Glossary

make a go of sth	INF make sth succeed, especially a business or marriage.
out of your depth	unable to do or understand sth because it is too hard.
tricky	difficult to do or deal with (**a tricky situation/question/problem**).
up against it	INF facing difficult problems or opposition.
go downhill	get worse in quality, health, etc. SYN **deteriorate**.
come bottom	receive the lowest score in an exam. OPP **come top**.
scrape through (an exam)	only just succeed in passing an exam.
let sb down	make sb disappointed because you haven't behaved well or done what you said you would do.
be past it	INF be too old to do what you used to be able to do.
comeback	If a person in public life **makes a comeback**, they start doing sth again which they had stopped doing.
flop	INF a film, play, book, party, etc. that is not successful. **flop** V, INF.
unmitigated	complete (used to describe sth bad). SYN **absolute**.

4 Tick the words or phrases which are informal.

1 Did she make a go of it? ______
2 The play was a flop. ______
3 She's past it. ______
4 He let me down. ______
5 I'm really up against it. ______
6 That's way too expensive. ______

5 Circle the correct word(s). Sometimes both words are correct.

1 Embarrassingly, I got / came bottom in the end-of-year progress tests.
2 He's determined to stay and make / have a go of his marriage.
3 The team started well but they've deteriorated / gone downhill recently.
4 He's away / way too old to be driving.
5 She wants to do / make a political comeback at the next election.
6 The show was an unmitigated / absolute disaster; I didn't know what to do with myself.

6 One word is missing in each speaker's utterance. Where does it go? Write it at the end.

1 I don't like to tell him he's past. ______ ~ Hmm, it's a situation. I don't envy you. ______
2 Any chance he'll make comeback? ______ ~ No, his last film badly. ______
3 Did she top in the public vote? ______ ~ Yes, but she was against it. ______
4 He himself down in the exam. ______ ~ Yes, he only just through. ______
5 Her interview was an unmitigated. ______ ~ Yes, she was way of her depth. ______

Remember to test yourself

57 I can **describe the past, present, and future**

A Thinking about time

- **Time flies** *when you get older.*
- *I get depressed* **from time to time.**
- *I will go to university* **in due course.**
- **It's about time** *I started a pension.*
- **At one time** *I wanted to be a journalist.*
- *I* **do** *everything* **at the last minute.**
- **In retrospect**, *I wish I'd gone to university.*
- **For the time being** *I'm happy where I am.*
- *My parents are a bit* **behind the times.**
- *I've become more tolerant* **over time.**
- *Elvis Presley was a bit* **before my time.**
- **With hindsight** *I should've worked harder.*

Glossary

time flies time seems to pass very quickly.

from time to time sometimes but not regularly. SYN **now and again.**

in due course at the right time and not before.

it's about time used to say that sth should happen soon or should have happened already (notice the past tense). SYN **it's high time.**

at one time in the past but not now.

do sth at the last minute do sth at the latest possible time before sth else happens. SYN **leave sth to/till the last minute.**

in retrospect thinking now about the past, often with a different view from the one you had then. SYN **looking back.**

for the time being for a short period of time but not permanently.

behind the times old-fashioned in ideas, ways, etc.

over time gradually.

before your time before you were born or before you can remember.

with hindsight with the ability to understand a situation only after it has happened (**with the benefit of hindsight**).

1 Find nine time phrases in the box.

at the last   over   in   with   behind   at   retrospect   from time   for the time
in due   the times   minute   one time   course   hindsight   time   being   to time

....

....

2 Complete the sentences.

1 In ...., I don't think I made the most of my time at university.
2 With the benefit of .... it was probably a mistake for me to leave my last job.
3 The trouble with Angel is that he .... everything to the last ....
4 Listen, it's .... time you started taking these exams seriously.
5 My mum used to love punk music, but it's a bit .... my ....
6 The time has .... since I've been in Greece. I've loved every minute of it.
7 The university says they'll give us the date of the exams in due ....
8 .... one time I wanted to be a professional footballer. I think I'm a bit old for that now.
9 Your English won't improve immediately; it happens .... time.
10 This dictionary will be fine .... the time ....

3 ABOUT YOU Read the statements at the top again. Are they true for you? If not, write answers that are true for you using the phrases in bold, or talk to another student.

Remember to test yourself

B Time words which are similar in meaning

Word	Example	Meaning
during **throughout**	*It rained* ***during*** *the day.* *It rained* ***throughout*** *the day.*	at a point within a period of time. continuously within a period of time.
age **era**	*We're living in the nuclear* ***age****.* *When Mandela was released, it was the beginning of a* ***new era****.*	a particular period of history. a period of time with a particular quality or character.
extend sth **prolong sth**	*They're going to* ***extend*** *my visa.* *The drugs will* ***prolong*** *her life.*	increase the length of time of sth. make sth last longer. OPP **curtail** FML.
interval **gap** **break**	*Buses run at regular* ***intervals****.* *There's a fifteen-minute* ***interval****.* *We met again after a ten-year* ***gap****.* *I get a* ***coffee break*** *and* ***lunch break*** *at work.*	a period of time between two events or two parts of sth, e.g. a play. a period of time when sth stops. a short period of time when you stop what you are doing and rest.
spell **stage** **phase**	*I did a* ***spell of*** *work there.* *I stopped for water at one* ***stage****.* *It's just a* ***phase*** *that most teenagers go through.* *It's an early* ***stage/phase*** *of the project.*	a short period of time or of a particular activity. a period that forms part of an activity. a difficult period of time that sb/sth passes through (**stage** is also possible). a period of time that forms part of a process or the development of sth.
pass **elapse** **go by**	*Two years* ***passed*** */* ***elapsed*** */* ***went by*** *before I saw her again.* *Time* ***passed*** */* ***went by*** *slowly.*	all the verbs describe the process of time; **elapse** is FML; **pass** and **go by** are often used with an adverb to describe how time happens.
soon or **shortly**	*He* ***soon*** *realized it was a mistake.* *I'll be with you* ***soon/shortly****.* *I left* ***soon/shortly*** *after Dina.* *He left* ***shortly*** *before midnight.*	quickly (after sth happens). in a short period of time from now. a short period after sb/sth. a short period before sb/sth.

4 Circle the correct word(s). Both words may be correct.

1 There's bound to be a gap / an interval during the concert.
2 We're off soon / shortly but I'll give you a ring tomorrow.
3 Several days went by / elapsed before the solicitor rang me again.
4 She had a short spell / stage working for an oil company.
5 I woke up twice during / throughout the night.
6 She's reached a critical stage / phase in her career.
7 The late 70s was the height of the 'punk music' age / era.
8 I'm afraid we will have to curtail / prolong the meeting until 9.00.

5 Complete the text with suitable time words.

I went to university in 1995, and I worked incredibly hard (1)............ the time I was there. I decided I needed a (2)............ after that, so I travelled round Europe, spending nine months in France. (3)............ the time I was there, I had a short (4)............ of work teaching English. It was the most interesting (5)............ of my life. When I came back, I decided that as we were living in the computer (6)............, I'd get a job in IT. It was a terrible mistake. I (7)............ realized I didn't want to sit at a computer all day, and although the company offered to (8)............ my contract, I decided to quit. So, after a three-year (9)............, I retrained as a teacher, and came to work in Finland. Almost five years have (10)............ since I made that decision.

Remember to test yourself

Review: Concepts

Unit 52

1 Circle the correct word.

1 An **outcome** is a cause / result of something.

2 You can **dent** a car / book.

3 **Coerce** means force / encourage someone.

4 **Repercussions** are usually good / bad.

5 You **provoke** a person / an object.

6 You can **generate** an income / a loss.

7 A **motive** is a design / reason.

8 A **detrimental** effect is positive / negative.

AZ more words: *pressurize sb, lie behind sth,* ***after****-effect,* ***domino*** *effect, the* ***upshot****, incite, induce*

Unit 53

1 Make words from the jumbled letters. Use the definitions to help you.

▶ HAFOLODES a formal word for a lie. falsehood

1 MAHITEDULI feeling ashamed because you have lost the respect of others. ____________

2 HENOPY a person who is not honest or sincere. ____________

3 OGITERINTRAON the process of asking somebody a lot of difficult questions. ____________

4 MONYAOYNUSLA in such a way that the speaker or writer's name is kept secret. ____________

5 BESHELMIL make a story more interesting by adding false details. ____________

6 VADRYRESA a formal word for an enemy or opponent. ____________

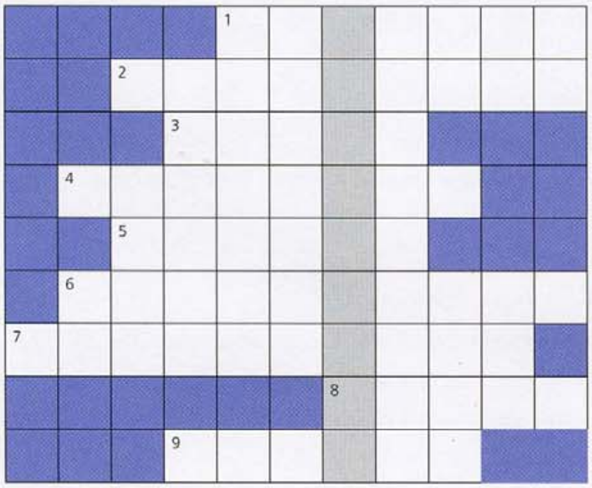
7 PAUNALATELB unpleasant and hard to accept. ____________

8 MEYANL used to introduce more exact information about a subject. ____________

AZ more words: *a* ***pack*** *of lies, a* ***tall story****,* ***lie*** *through your teeth,* ***true*** *to your word, too good to be* ***true****, nothing could be further from the* ***truth***

Unit 54

2 Complete the crossword. The letters in the grey squares spell out another word. What is it?



1 not serious or important

2 always existing and never seeming to change

3 occur, come up

4 deal with a problem or difficult situation

5 make a big effort to deal with a problem

6 able to express your thoughts clearly in words

7 make things worse

8 make ____________ of something = treat something as unimportant

9 requiring immediate attention

AZ more words: *predicament, dilemma, in a* ***quandary****, be at your* ***wit****s' end,* ***teething*** *troubles,* ***grapple***

Unit 55

1 **Is the meaning of the words in italics the same or different? Write S or D.**

1 The painting is *genuine / authentic*. ...
2 It's *a brand new / an innovative* car. ...
3 They want to *preserve it / do it up*. ...
4 The building is quite *dilapidated / ramshackle*. ...
5 I collect *ancient / antique* clocks. ...
6 These shoes are *completely / brand* new. ...
7 Beijing was *previously / formerly* called Peking. ...
8 They want to *abandon / preserve* the place. ...

AZ more words: *an* ***old*** *hand, a* ***new****comer,* ***new****fangled, new* ***blood****, be on its/your* ***last*** *legs, archaic*

Unit 56

1 **Complete the words in the text.**

At 17, Rob Greig was a very successful amateur golfer. Everyone said he had the (1) p__________ to go on and (2) m__________ it in the professional game, so after a (3) r__________ success in the British Open last year, and just three days after his 18th birthday, Rob turned professional. He soon realized how different the professional game was. 'There were experienced players out there ten years older than me, so I knew I was up (4) a__________ it,' said Rob. 'At first it was obvious I was (5) w__________ out of my (6) d__________ and I felt that I was (7) l__________ myself down.' But Rob was determined not to let any (8) o__________ get in his (9) w__________ . He kept working at his game to (10) o__________ the weaknesses, and his big (11) b__________ came last year in the Italian Open. He didn't put a foot (12) w__________ in the four rounds and won by three clear shots. Since then he has gone from strength to (13) s__________ , and is now really starting to (14) f__________ his enormous potential.

AZ more words: *an* ***overnight*** *success, an* ***out-and-out*** *failure/success,* ***pull*** *sth off, attain sth, backfire, pinnacle*

Unit 57

1 **Complete the sentences in a suitable way.**

1 I got to the station just as the train was leaving! In retrospect, I __________ .
2 Jack knows it's a major operation, but it could prolong __________ .
3 We left the cinema shortly __________ .
4 The children are 5, 12, and 17, so they're at different stages __________ .
5 He promised he would come and fix the tap, and in due course __________ .
6 I work weekdays mostly, but from time to time __________ .
7 The ceremony was very long and we __________ throughout it.
8 He was released from prison after two years, and with hindsight __________ .

AZ more words: *have* ***time*** *to kill,* ***third*** *time lucky, be (living) on* ***borrowed*** *time,* ***once*** *upon a time, nine* ***times*** *out of ten*

58 I can use everyday language

A An informal conversation

DAN I thought the **do** at Coleen's would be **a good laugh**, but actually it was **a bit of a drag**.

TIM Yeah, **lousy** I thought. And asking people to pay twenty **quid** was a bit of a **rip-off**. There wasn't much to eat either, but then Coleen is a bit **tight-fisted**, isn't she?

DAN She can be. And who was that **vile bloke** in the black leather jacket? He was awful.

TIM Yeah, he was **a pain**, wasn't he? He spent ages **moaning** about his flatmate, and then when I got up and went to the **loo**, he **pinched** my drink.

DAN **What a nerve!**

Glossary (*all these items are informal*)

do	a friendly informal meeting or party. SYN **get-together**.
a (good) laugh	an enjoyable experience.
a (bit of a) drag	a boring or annoying occasion or situation.
lousy	bad, unpleasant, or of poor quality (**a lousy film, lousy weather**).
quid	a pound (£) in money (PL **quid** NOT ~~**quids**~~).
rip-off	a thing that is not worth what you pay for it. **rip sb off** V.
tight-fisted	not generous with money. SYNS **tight, stingy**.
vile	very bad or unpleasant (**a vile smell**). SYN **disgusting**.
bloke	a man. SYN **guy**.
a (real) pain	an annoying person or situation. SYN **a pain in the neck**.
moan (about sth)	complain (about sth) in a way that annoys people.
loo	a toilet.
pinch sth	steal sth. SYN **nick sth**.
What a nerve!	used to say you think sb's behaviour is rude or inappropriate. SYN **What a cheek!**

1 Replace the underlined word(s) with an informal equivalent.

1 It was a man in the street. ....
2 Who stole your pen? ....
3 He's always complaining. ....
4 What a horrible smell. ....
5 He is so mean. ....
6 It was ten pounds. ....
7 The film was terrible. ....
8 He's gone to the toilet. ....

2 Complete the dialogues with a single word.

1 Is he very annoying? ~ Yes, he's a real ....
2 Was the party enjoyable? ~ Yes, it was a good ....
3 Did the company overcharge you? ~ Yeah, it was a ....
4 Was the trip boring? ~ Yes, it was a bit of a ....
5 What a .... ! ~ Yeah, it was incredibly rude, wasn't it?
6 Are they having a do at the office? ~ Yeah, just an informal ....

Remember to test yourself

B Common informal words in spoken English

Word	Example	Meaning
darling/love	***Darling**, have we got any eggs?* *What would you like, **love**?*	used to address sb you love, and by some people in shops as a friendly way of addressing customers, particularly women.
broke	*I'm completely **broke**.*	not having any money.
starving	*What's for lunch? I'm **starving**.*	very hungry. SYN **dying for sth to eat**.
kip	*I might have a **kip** after lunch.*	a short sleep.
posh	*They stayed in a very **posh** hotel.*	elegant and expensive.
nosy (also **nosey**)	*I'm careful what I say to Cath; she's very **nosy**.*	DISAPPROVING interested in things that don't concern you.
bug	*She picked up a **bug** on holiday.*	an infectious illness.
be into sth	*They**'re** both **into** extreme sports.*	be very interested in sth as a hobby.
hammer sb	*Our team got absolutely **hammered** yesterday. We lost 5–1.*	defeat sb very heavily (often used when talking about sport). SYN **thrash sb**.
con sb	*I think that builder **conned** us.*	deceive and trick sb, especially in order to get money from them.
flak	*He's taken a lot of **flak** over this issue.*	criticism. SYN **stick**.
daft	*It was rather a **daft** thing to say.*	silly (sometimes in an amusing way).
ta	*Here's your change. ~ **Ta**.*	thanks. SYN **cheers**.
dodgy	*His idea sounds a bit **dodgy**.*	causing suspicion; possibly dishonest.
laid-back	*He's very **laid-back**.*	calm and relaxed. SYN **easy-going**.
racket	*What a terrible **racket**!*	a large amount of noise. SYN **din**.

3 Write one word to describe the topic of conversation in each sentence.

1 He's got a bug. ....
2 What a racket next door! ....
3 I need a kip. ....
4 She's broke at the moment. ....
5 I'm starving. ....
6 Will he get much stick for this? ....

4 Replace one informal word with an equivalent informal word or phrase.

1 Here's your coffee. ~ Cheers. ....
2 What's that din? ....
3 I got a lot of stick for what I did. ....
4 When's dinner? I'm starving. ....
5 Do you need the car, love? ....
6 We were thrashed yesterday. ....

5 Complete the dialogues with a suitable informal word.

1 Do you want to go out this evening? ~ I can't afford to – I'm ....
2 What a stupid comment. ~ Yes, it was a bit ....
3 Is he fairly easy-going? ~ Oh yes, very ....
4 This is none of her business. ~ Well, tell her not to be so ....
5 Are you still feeling tired? ~ Yes, I think I'll go and have a ....
6 Did he really need money for the bus? ~ No, I think he .... us.
7 He's a rather suspicious-looking bloke. ~ Yes, he looks a bit ....
8 I didn't know she was ill. ~ Yes, she picked up a .... in Crete.
9 Do they go to the beach a lot? ~ Yes, they're both .... surfing.
10 Their house looks very expensive. ~ Yes, it's a very .... place.

Remember to test yourself

59 I can **use idioms and set phrases (1)**

A Discussing problems

A I'm having a hard time with this German course. New words seem to **go in one ear and out the other**. And when I want to say something, **my mind goes a complete blank**.
B Well, it takes time to learn a language, but you'll **get there** in the end.
A Yeah, **it's no good** moaning about it. Maybe I **could do with** some extra lessons.
B That's a possibility. Do you **have anyone in mind**?
A Not **off the top of my head**, no.
B Well, **your best bet is to** talk to your teacher. She may know someone who could do it.

Glossary

go in one ear and out (of) the other	If sth **goes in one ear and out of the other**, you forget it very quickly.
my mind goes (a complete) blank	= suddenly I cannot remember sth.
get there	be successful (**get somewhere** = make progress; **get nowhere** = make no progress).
it's no good + *-ing*	used to say that it is not useful doing sth. SYNS **there's no point in + *-ing*, it's no use + *-ing*.**
I (you/he, etc.) could do with sth	I (/you/he, etc.) need sth.
have sb/sth in mind	be thinking of sb/sth for a particular purpose.
off the top of my head	without thinking about sth carefully.
your best bet (is to ...)	used when advising sb what to do. SYN **the best thing (to do is ...)**.

spotlight ***idioms* and *set phrases***

An **idiom** is a group of words whose overall meaning is different from the meanings of the individual words, e.g. **under the weather** (= slightly ill). Idioms are commonly used in informal English.
A **set phrase** is a group of words which function as a complete unit, e.g. **sorry to keep you waiting**. The meaning may be easy to understand, but the same idea might be expressed differently in your own language.

1 One word is missing. Where does it go? Write it at the end.

1 It's no worrying about it. ....
2 That's just off the of my head. ....
3 It goes in one and out the other. ....
4 Marty could with some help. ....
5 My went a complete blank. ....
6 I think he's feeling under weather. ....

2 Complete the idiom or set phrase in each dialogue.

1 We need someone for the extra work. ~ True. Do you have anyone in .... ?
2 What shall I do? ~ Off the top of my ...., I'm not sure.
3 Did she ask you a question? ~ Yes, my mind went a complete ....
4 What shall we do? ~ Your best .... is to ring the station.
5 They're making very slow progress. ~ Yes, but they'll get .... eventually.
6 Has Marc gone to bed? ~ Yes, he was feeling a bit under the ....
7 Didn't we say we'd meet at 4 o'clock? ~ Yes. I'm sorry to ....
8 Can you remember the instructions? ~ No. They went in one ear ....

3 ABOUT YOUR LANGUAGE How would you translate these idioms and set phrases into your own language? Write a translation, or talk to someone who speaks your language.

Remember to test yourself

B Idiomatic responses

Idiom or set phrase	Meaning
A Bob's coming, isn't he? B **Don't hold your breath.**	used to say you don't expect sth to happen even though sb said it would.
A Are they sure to win the election? B Yeah. It's **a foregone conclusion.**	used to say that sth is a result that is certain to happen.
A Are you going to the party? B **You bet.**	used to emphasize that you are keen to do sth.
A It's very cold today. B **You can say that again.**	used to agree completely with what sb has just said.
A Have you got Saturday off? B **No such luck**, I'm afraid.	used to express your disappointment that sth is not going to happen.
A Sal said she's too busy to help us. B **A likely story.**	used ironically to say you don't believe what sb has told you.
A Where's Patsy? B **I haven't the faintest idea.**	used to say you don't know sth. SYNS **Don't ask me. Your guess is as good as mine.**
A You look very stressed. B Yes, **it's been one of those days.**	used to say you have had a hard day.
A Shall I apply for that job? B **You've got nothing to lose.**	used to say there is no reason for sb not to do sth.
A Rani's going out with a film star. B **You're kidding.**	used to say that you think sth cannot be true and must be a joke. SYNS **You're joking. You can't be serious.**
A I hurt my toe, then I burnt my hand. B Oh dear. **It's not your day**, is it?	used when several unpleasant or unfortunate things happen on the same day.
A Can we go in if we're not members? B **No way.**	used to say that sth is not at all possible or not allowed. SYN **no chance.**

4 Circle the correct word/phrase.

1 **A likely story** is one that you think is probably true / false.
2 If you reply **Don't ask me**, it means you don't know the answer / don't want to answer.
3 If you say **You're kidding**, you think the other person is being / not being serious.
4 **No way** means it's not practical / possible.
5 **I haven't the faintest idea** means I don't care / I don't know.
6 **Don't hold your breath** means you expect / don't expect something to happen.

5 Complete a suitable idiom in response to these statements or questions.

1 I've just won the lottery! ~ You ....
2 Could I borrow your Dad's car? ~ No ....
3 Why did they leave so early? ~ No idea. Your guess ....
4 Has it been busy in the office today?~ Yes, it's been ....
5 Are you going to the wedding? ~ Yes, you ....
6 Do you think they'll win? ~ Definitely. It's a ....
7 I won some money. Did you? ~ No such ....
8 Shall we enter for the competition? ~ Why not? We've got nothing ....
9 It's hot in here, isn't it? ~ Yes, you can ....
10 My car broke down this morning, and a tooth fell out this afternoon. ~ It's not ....

Remember to test yourself

60 I can **use idioms and set phrases (2)**

Do Unit 59 first

A Commenting on a situation

Some idioms and set phrases are commonly used to express an opinion about a situation.

We can borrow money if need be, but it's **a last resort**.

I've got a new computer, and frankly **it's more trouble than it's worth.**

He's got his own flat, but his mum still cooks for him – he's got **the best of both worlds.**

She wouldn't admit her mistake because she didn't want to **lose face**.

I think my nephew will do well as long as he **keeps his feet on the ground**.

She's always terribly serious. I think she needs to **let her hair down** a bit.

She's trying her best, but I think she's **fighting a losing battle.**

You can eat what you like and drinks are free. Sounds **too good to be true**, doesn't it?

The trouble with Rolf is that – most of the time – he **lives in a world of his own**.

Glossary

a last/final resort	an action you will take if there is no other option (**as a last resort** SYN **if all else fails**).
it's more trouble than it's worth	used to say the disadvantages of sth are greater than the advantages.
the best of both worlds	a situation in which you have the advantages of two things without any disadvantages.
lose face	look stupid or be less respected because of sth you have done.
keep your feet on the ground	remain sensible and realistic about life.
let your hair down	relax and enjoy yourself.
fight a losing battle	try to do sth that will almost certainly fail.
too good to be true	used to express doubts about a surprisingly good situation.
live/be in a world of your own	spend your time imagining things, and not be aware of things around you.

1 Cover the text and glossary, then complete these set phrases and idioms.

1 let your hair ________
2 if all else ________
3 fight a losing ________
4 it's more trouble than it's ________
5 too good to be ________
6 live in a world ________
7 the best of both ________
8 keep your feet on the ________

2 Complete each dialogue with a suitable set phrase or idiom.

1 Is Karen a bit of a dreamer? ~ Yes, she lives in ________ .
2 You don't want to use your savings? ~ No, that's a last ________ .
3 He thinks he can achieve anything. ~ Yes, he needs to ________ .
4 So you may have to sell your car. ~ Yes, if all ________ .
5 Did he try to cover up his mistake? ~ Yes, he didn't want to ________ .
6 You mean everything is free? ~ Yes, it sounds too ________ .
7 She looks as if she's enjoying herself ~ Yes, she's really ________ .
8 It's near the sea but close to the city. ~ Great, so you've got ________ .

3 ABOUT YOUR LANGUAGE How would you translate these idioms into your own language? Write your answers, or talk to someone who speaks your language.

Remember to test yourself

B Adding tone and emphasis

Some idioms and set phrases add extra politeness or emphasis, or prepare the listener for what you are going to say, or give a more personal interpretation of the message.

Idiom or set phrase	Meaning
Do you know if they're married, ***by any chance****?*	used to add politeness to a question (also: *Do you* ***happen to*** *know if they're married?*).
If you don't mind my/me asking*, how much did it cost?*	used before a question which you think may be sensitive.
We'd like to see you, but ***the thing is****, we don't know what time we'll get there.*	used to introduce an explanation, and often one that suggests there is a problem.
I think the film is ***every bit as*** *good* ***as*** *his last one.*	used to emphasize the comparative; equally good, bad, interesting, etc.
I may get the job – ***you never know****.*	used to say that you can never be certain about future events, so anything is possible.
Guess what*! Ed and Sue are getting married.*	used before giving sb surprising or exciting news.
He doesn't look rich, but ***believe it or not****, he owns a castle in Bavaria.*	used to introduce information which is true but surprising.
He's been working since 7 o'clock this morning, so ***no wonder*** *he's tired.*	used to emphasize the fact that sth is not surprising.
Where ***on earth*** *did you get those boots?*	used after *wh-* questions to indicate surprise, and sometimes annoyance, about sth.
I would say, ***all things being equal****, that women are better communicators than men.*	used to say that sth is true if there are no other factors affecting it.
The room is empty but, ***for some reason****, we're not allowed to use it.*	used to say, often with slight annoyance, that you don't know the reason or don't understand it.
I have to admit*, he's very good at his job.*	used to agree reluctantly that sth is true.

4 Complete the idiom or set phrase in each sentence.

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1 .... what! I've got a new job.
2 I don't think he has the ability to do it, but you never ....
3 What on .... are you doing here?
4 I made a special trip to the post office, but for .... reason, they closed early.
5 I have to .... , France are a good team – even though I'm English!
6 He won all his matches, so no .... he's delighted.
7 All things being .... , I think we'll lose.
8 We went trekking in the desert and, ... it or not, it started raining!

5 Add a suitable idiom or set phrase to these sentences. Put an arrow to show where it goes.

1 Do you know if it's open? ....
2 How old are you? ....
3 She looks about 20, but she's only 13. ....
4 He's been very ill, so he looks thin. ....
5 I'm hoping to go, but I've got a meeting on the same day. ....
6 There are many exceptions, but I think men are better cooks than women. ....
7 The book is as violent as all his others. ....
8 It was a beautiful day, but the beach was deserted; I can't think why. ....

Remember to test yourself

61 I can **use set phrases with two key words**

These set phrases consist of two words belonging to the same grammatical category, joined by *and*, *or*, and *to*. The word order is fixed, i.e. *back and forth*, not *forth and back*. Many are made up of synonyms or opposites.

Example	Meaning
*We've been going **back and forth** all day.*	from one place to another and then back again, many times.
***First and foremost** we need a plan.*	more than anything else.
*I thought **long and hard** before taking the job.*	for a long time.
*They'll be here **sooner or later**.*	at some time in the future.
*You're wearing your jumper **back to front**.*	with the back where the front should be.
*I enjoy the **hustle and bustle** of city life.*	busy and noisy activity.
*I learnt how to use a computer by **trial and error**.*	a process of trying to solve a problem in different ways until you are successful.
*What are our **aims and objectives**?*	things you want to achieve.
*That's against the **rules and regulations**.*	rules.
*Who is responsible for **law and order**?*	safe and peaceful conditions in society when people obey the law.
*Max was very **bright and cheerful** today.*	happy and lively.
*The children got home **safe and sound**.*	safely; not harmed, damaged, lost, etc.
*I'm **sick and tired of** this weather.*	bored with or annoyed about sth, and wanting it to stop. SYN **fed up with sth**.
*He badly needs a job, so he can't really afford to **pick and choose**.*	choose only those things that you like or want.
*They were **pushing and shoving** behind us.*	**shove** push in a rough way.

1 Write eight set phrases using words from the box.

push pick back first long sooner
rules front sick regulations foremost
choose tired later hard shove

_______________ _______________
_______________ _______________
_______________ _______________
_______________ _______________

spotlight ***bribery* and *corruption***

Bribery is the offering of money or another incentive to sb to persuade them to take part in an activity, usually something dishonest. **bribe sb** v. **Corruption** is illegal or dishonest behaviour, especially on the part of sb in power. **corrupt** ADJ. The two words are often used together.
*There are still allegations of **bribery and corruption** in the police force.*

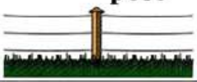
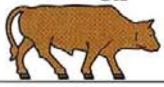
2 Complete the set phrase in each sentence.

1 I saw Joelle earlier. She's very bright and _______________ today.
2 There's no law and _______________ in the place: just bribery and _______________ everywhere.
3 They said 4 o'clock, so they should be here sooner or _______________ .
4 First and _______________, we have got to establish our aims and _______________ .
5 I used to love the hustle and _______________ of city life, but I'm sick and _______________ of it now.
6 I didn't have the instructions, so I just worked it out by trial and _______________ .
7 It was a terrible flight, but we finally got here safe and _______________ .
8 I'm moving stuff from Pete's flat to my flat, and I've been back and _______________ all day.

Remember to test yourself

62 I can **use similes**

We form most similes with *as* + adjective + *as* + noun, and some with verb or noun + *like* + noun. Similes with *as* emphasize the meaning of the adjective. (Note that the first *as* is often omitted.)

Key word	Simile
gold	*The kids were* ***as good as gold*** *today.* = well behaved
feather	*I picked up the little girl – she was* ***as light as a feather****.*
bat	*I'm afraid I'm* ***blind as a bat****.* (used humorously)
post 	*My father is* ***deaf as a post****.* (used humorously)
ox 	*John will carry it – he's* ***as strong as an ox****.*
rake	*My sister's* ***as thin as a rake****.*
mouse	*The baby's been* ***as quiet as a mouse****.*

Key word	Simile
sheet	*Ken went* ***as white as a sheet****.* = white with fear or illness
beetroot	*Sally went* ***as red as a beetroot****.* = very embarrassed
bone	*The ground is* ***as dry as a bone*** *at the moment.*
cake	*The new model is* ***selling like hot cakes****.* = selling very quickly or in large numbers
log	*I* ***slept like a log*** *last night.* = slept very well
dream	*The plan* ***worked like a dream****.* = was very successful
sieve	*Sometimes I've got* ***a mind like a sieve****.* = a bad memory

1 Complete the similes.

1 He's been as quiet as a ....
2 I'm sure this new computer game will sell like hot ....
3 We badly need rain because the garden is as dry as a ....
4 When I picked her up she was as light as a ....
5 My father always sleeps like a ....
6 She can't remember what she did with it; she's got a mind like a ....
7 My builder is as strong as an ....
8 I fitted a new ink cartridge and the printer's working like a .... now.

2 Choose a suitable simile to describe these people and things.

1 My grandfather can't hear a thing. ....
2 My grandmother can't see a thing. ....
3 My girlfriend needs to put on weight. ....
4 The plan was very successful. ....
5 She looked horrified. ....
6 The children behaved very well. ....
7 She was very embarrassed. ....
8 He often forgets things. ....

63 I can use a range of phrasal verbs

A Phrasal verbs with more formal equivalents

Phrasal verb	More formal equivalent
If you **talk** someone **into** doing something,	you **persuade** them to do it.
If you **talk** someone **out of** doing something,	you **dissuade** them **from** doing it.
If you **bring** a topic **up** in a conversation,	you **raise** the topic.
If you **get** your ideas **across** to someone,	you **communicate with** them clearly.
If you **butt in** on a conversation,	you **interrupt** a conversation.
If someone **drags out** a discussion,	they **prolong** it (= make it longer than necessary).
If you **own up** to something,	you **confess** to it (= admit you did sth wrong).
If someone **goes on at** you,	they **criticize** you for sth you have done.
If you **hit back at** someone who has criticized you,	you **retaliate** (against them).
If the government **does away with** a tax,	it **abolishes** it.
If you **call off** a meeting,	you **cancel** it.
If you **make up for** something,	you **compensate for** it (= do sth good to balance the bad effects of it).
If someone **makes out** that they're rich,	they **claim** that they are rich (= say that they are rich even though it may not be true).
If you are **taken in** by someone's charm,	you are **deceived** by it.
If you have a row with someone and then **make it up with** them,	you **are reconciled** with them (= become friends with them after a disagreement).
If you **take** a machine **apart**,	you **dismantle** it (also **take it to pieces**).

1 Find a verb in the text below with the same meaning as these verbs.

▶ called it off cancelled it
1 get across ……
2 make out ……
3 went on at ……
4 bring up ……
5 butted in ……
6 drag out ……
7 hit back at him ……

Memo to Alex Parker	From Joey Cassani
I'm afraid I've had a problem with Adam Lewis at SBP. I organized a meeting with him, but he cancelled it ✓ at the last minute. He did the same this week, so I decided to raise the issue with him. I tried to explain politely that we couldn't carry on like this, but he interrupted continually and I wasn't able to communicate my message clearly. He even tried to claim that I'd been late for meetings myself (which was completely untrue), and he criticized me for other things too. Anyway, I didn't want to prolong the discussion, as I knew I might retaliate; so in the end I left it.	

2 Rewrite the sentences using the word in capitals at the end as part of a phrasal verb.

1 I never expected him to confess to the crime. UP ……
2 Nothing can compensate for the loss of earnings. MAKE ……
3 She tried to dissuade me from giving up my job. OUT ……
4 Do you think they'll ever abolish the monarchy? DO ……
5 He isn't easily deceived. IN ……
6 Try and persuade him to come. INTO ……
7 Did they dismantle the shed? TAKE ……
8 Have they made friends again? UP ……

Remember to test yourself

B Phrasal verbs in context

I **bumped into** Sue in town last week and she was **asking after** you. We arranged to meet for dinner last night, but she didn't **show up**. I guess something must've **cropped up** . . .

My brother's brilliant at **picking up** languages; he can **get by** in German, Italian, and Swedish, whereas with me, it takes ages for things to **sink in**. But I started learning Spanish last year – I've really **stuck at** it and I feel I'm getting somewhere now.

I was aching all over and I realized I must be **going down with** the flu. I was hoping to **shake it off** with painkillers, but once the effects **wore off**, I felt dreadful. I was in bed for days and even **missed out on** my best friend's wedding.

spotlight **Phrasal verbs: meanings and forms**

Many phrasal verbs have more than one meaning and construction, e.g. **pick up** and **pick sb/sth up.**
*Sales have **picked up*** (= improved).
*The wind **picked up*** (= got stronger).
*She **picked** me **up*** (= collected me in her car).
*This radio can't **pick up** the World Service* (= receive an electronic signal).
You can also **pick up** (= acquire) an illness or a bad habit.

Glossary

bump into sb	meet sb by chance.
ask after sb	ask sb how sb else is, or what they are doing.
show up	arrive where you have arranged to meet sb. SYN **turn up.**
crop up	happen unexpectedly. SYN **come up.**
go down with sth	become sick or ill with sth. SYN **catch** sth.
shake sth off	get rid of sth, such as an illness or a problem.
wear off	(of a pain, a feeling, or an effect) gradually disappear or stop.
miss out on sth	miss an opportunity to do or have sth.
pick sth up	learn a new skill easily and without effort.
get by	If you **get by** in a language, you can speak at a basic level.
sink in	become completely understood or able to be remembered.
stick at sth	continue to work in a determined way to achieve sth.

3 Correct any mistakes in the sentences. Be careful: some sentences are correct.

1 She's fluent in Russian, and she can go by in Hungarian too. ____________
2 I meant to ring him, but something cropped out and it slipped my mind. ____________
3 You'll only make progress if you really stick at your studies. ____________
4 My life is so dull. I always have the feeling I'm missing out of something. ____________
5 Did you bump in her or had you arranged to meet? ____________
6 I think she's very fond of you; she always asks after you when I see her. ____________

4 Replace the underlined verbs with a phrasal verb with the same meaning.

1 After three hours, he <u>arrived</u> without a word of apology. ____________
2 You can't use your mobile in the mountains – it's impossible to <u>receive</u> a signal. ____________
3 I just can't <u>get rid of</u> the feeling that someone is watching me. ____________
4 He had to say it several times before the news <u>was completely understood</u>. ____________
5 It's not that easy to <u>acquire</u> a language just by living in the country. ____________
6 All the people I work with seem to have <u>caught</u> the flu. ____________
7 Once I'd had the injection, the pain started to <u>gradually disappear</u>. ____________
8 As the breeze started to <u>get stronger</u>, we set off for the cottage. ____________

Remember to test yourself

64 I can use discourse markers

I'm not very keen on the flat, or the area. **Mind you**, it's better than my last place. **Incidentally**, do you know how Marek's getting on in his new flat?

SIMON The company is likely to move its headquarters to Brussels. **As for** Deborah, she'll probably have to get a job with another insurance firm.

TANYA Yes, or **alternatively**, she could stay with the company in the UK, but in a different branch.

It's true that Peter was only trying to help. **Even so**, he shouldn't have got involved.

ASMA Do you think you'll go back to the same hotel?

BRAD Well, **as a matter of fact** we were a bit disappointed the last time we were there. **By and large** the staff were still very nice, but the food has really gone downhill.

I don't think Alistair should apply for the job in Munich. He doesn't have that much experience; and **in any case**, he doesn't speak German.

I may get the bus, or take a taxi if necessary. **At any rate**, I'll be there on time, so don't worry. And **as I was saying**, if you would like me to bring anything, just let me know.

Glossary

mind you	INF used to add a further comment which is usually a contrast or a surprise, but can also be an explanation. SYN **still**.
incidentally	used to change the conversation to a different topic. SYN **by the way**.
as for	used to start talking about sb or sth new that is connected with what you were talking about before.
alternatively	used to introduce an idea that is a second choice or possibility.
it's true	used to agree with an idea made by the previous speaker (but often before disagreeing). SYN **I agree**.
even so	used to introduce a counter-argument or return to one the speaker has already made. SYNS **all the same**, **nevertheless**.
as a matter of fact	used to say what you really think, or to introduce information which is not what the listener expects to hear. SYNS **actually**, **to be honest**, **to tell you the truth**.
by and large	used to introduce a generalization. SYNS **to a large extent**, **on the whole**, **broadly speaking**.
in any case	used to introduce an additional point and one that is often conclusive or the most important. SYNS **besides**, **anyway**.
at any rate	used to say that sth is true or sth will happen in spite of other things mentioned. SYNS **anyway**, **anyhow**.
as I was saying	used to return the conversation to sth you said earlier.

spotlight *anyway*

In spoken English, **anyway** can mean **in any case** (*see above*) or **at any rate** (*see above*), but it is commonly used to change the topic of conversation:
Yes, next year could be a difficult time. ***Anyway***, *let's not worry about that now. What would you like to eat?*

Remember to test yourself

1 **Complete the phrases with words from the box to form ten discourse markers.**

case	extent	honest	you	rate	speaking	fact	so	same	whole

1 mind ______
2 at any ______
3 even ______
4 as a matter of ______
5 on the ______
6 in any ______
7 broadly ______
8 to be ______
9 to a large ______
10 all the ______

2 **Correct the error in the discourse marker in each sentence.**

1 Broad speaking, it was very interesting. ______
2 We had a fantastic time. All same, I was glad to get home. ______
3 We can take the bags, or alternative leave them here. ______
4 I don't like the sea because the water is dirty. In every case, I can't swim very well. ______
5 To say you the truth, I didn't like it very much. ______
6 The restaurant's great, but as I was telling, it's not good for kids. ______

3 **Replace the underlined word/phrase with a different word/phrase that has the same meaning.**

1 I think he was from the Czech Republic. By the way, what was his name again? ______
2 The film has had great reviews, but to tell you the truth, I didn't like it. ______
3 To a large extent, you can get by without speaking the language. ______
4 I was disappointed with broadband. Still, it's faster than it was before. ______
5 We can't give Mike a lift – he lives miles away. And in any case, the car's full. ______
6 I agree some of the definitions could be shorter. Nevertheless, it's a good dictionary. ______
7 I may find out the results this Wednesday, or I may have to wait until the weekend. At any rate, I'll phone you as soon as I know. OK? ______
8 It's a lovely gallery, but as a matter of fact, we were only there for an hour. ______

4 **Complete the sentences and dialogues with suitable discourse markers from the box.**

by the way	alternatively	to be honest	as for	by and large
all the same	besides	mind you	it's true	

1 I read that public transport was very cheap, but ______ I thought it was quite expensive.
2 We might go to a camping site. ______ we could just stay in a B & B each night.
3 ______ that a lot of people drop litter, which is very anti-social. ______, you can't start sending people to prison for that kind of offence.
4 It wasn't a great place to stay. ______, it didn't cost a lot.
5 A I've packed lots of jumpers so I'm prepared for the cold weather.
B Good, you'll need them. ______, what time does the plane take off?
6 I've been told there's a very good Chinese restaurant in the main square. ______ somewhere to stay, I'm afraid I can't help you.
7 You won't want to climb that hill – it's very steep. And ______, it's too far away.
8 It can be cold in winter, but ______ it doesn't snow much.

5 **ABOUT YOUR LANGUAGE Look at the texts on page 162 and try to translate the discourse markers into your own language. Remember it is spoken language.**

Remember to test yourself

65 I can use vague language

You can use the vague language phrases below when you don't want or need to be precise.

A How long will the trip take?
B Three weeks **or thereabouts**.

A He earns **stacks of** money, doesn't he?
B Mmm, **somewhere in the region of** €100,000.

A He's **something to do with** advertising.
B Yes, **or something along those lines**.

A She looks a lot older. Is she ill **or something**?
B I don't know; I'm **kind of** worried about her.

A We'll buy that car **somehow or other**.
B I've got £1,000, **give or take** a few quid.

A How much did you pay for that **stuff**?
B Oh, fifty **odd**, I think.

Glossary

or thereabouts	used after a number, quantity, etc. to show that it is approximate. SYN **or so**.
stacks of sth	INF a large quantity of sth. SYNS **tons/loads/bags of sth** INF.
(somewhere) in the region of	(used before a number) approximately. SYN **round about**.
something to do with (sth)	in some way connected with (sth).
kind of	INF to some extent, but in a way that is hard to explain. SYN **sort of**.
somehow (or other)	in some way or by some means, although you don't know exactly how.
give or take sth	used for talking about numbers which are not exact.
stuff	INF used to refer to things when it is obvious what you are talking about, or you don't know the name, or the name isn't important.
(-)odd	INF (after a number) a little more or less than the number (**thirty-odd** people).

1 One word is missing in each sentence. Where does it go? Write it at the end.

1 The whole trip cost somewhere the region of €380. ....
2 She was just sort pretending to be ill; in fact she wasn't. ....
3 We seem to have of rice; I'd better make paella. ....
4 There were about 100 people or of that sort. ....
5 We'll leave at seven, give take a few minutes. ....
6 I've got a meeting tonight but I'll finish my essay by tomorrow or other. ....
7 I'll send a card or letter, or something along those. ....
8 Could you give me a ring about 6.30 tonight? ....

spotlight *or something*

You can use these phrases when you are being vague.
*She's a nurse **or something like that / or something along those lines**.*
*He works in publishing **or something / or something of that sort**.*

2 Rewrite the sentence, making it more vague. Use the word at the end of the line, and make any necessary changes.

► We invited a hundred to the wedding. SO We invited a hundred or so to the wedding.
1 I've completed 50 per cent of the project. ROUND ....
2 He looks depressed. KIND ....
3 His job is in marketing. DO ....
4 Do you know who all those CDs and DVDs belong to? STUFF ....
5 I imagine we'll get forty-nine people at the meeting. ODD ....
6 We've got vegetables so I'd better make some soup. TONS ....
7 She must be getting on for 80, I would say. THEREABOUTS ....
8 We could get him a book for his birthday. SOMETHING ....

Remember to test yourself

66 I can use sayings and proverbs

A Famous last words

Some sayings are concise ways of explaining something, or commenting on a situation.

Example	Meaning
A He thinks the exam will be easy. B Oh, **famous last words**.	used when you think sb is being too confident about something that is going to happen.
A Are tickets available? B Yes, but it's **first come, first served.**	people will be served or dealt with in the order in which they arrive or ask for sth.
A She ought to pass easily. B Yes, but **you can never tell**.	you can never be sure about sth because things are not always what they appear to be.
A She's not going to apply again. B No, **once bitten, twice shy**, I guess.	after an unpleasant experience, you are careful to avoid sth similar.
A You should tell him he's wrong. B Hmm, **easier said than done**.	it is easy to talk about something, but it is much more difficult to do it.
A Can anyone come this evening? B Yes, **the more the merrier**.	if there are more people or things, the situation will be better and more enjoyable.
A How's the new job? B **So far, so good**.	used to say that everything is fine at the moment but you know things may become more difficult.
A Barry never writes or phones. B Well, **out of sight, out of mind** – I suppose.	used to say that sb stops thinking about people when they are not with them.
A I met two of your colleagues today. B Oh, it's **a small world**, isn't it?	used to express your surprise when you meet sb you know unexpectedly, or when you are talking to sb and realize they know people who you know.
A He said you were a hypocrite. B Well, that's **the pot calling the kettle black**.	used about sb who criticizes people for faults that they have themselves.

1 Cross out the wrong word and write the correct one to form the saying.

1 It's a little world. ....
2 Once eaten twice shy. ....
3 The more the happier. ....
4 Famous last phrase. ....
5 So far, no good. ....
6 First come, are served. ....
7 Out of eyes, out of mind. ....
8 Easier spoken than done. ....

2 Complete the saying in each sentence.

1 He'll never get married again: once bitten, ...
2 We'll have tougher times ahead but so far, ...
3 Since I've been here I've met four people I know. It's a small ....
4 When she's with you she makes you feel important, but out of sight, ...
5 I think he'll do well, but you know, you can ....
6 They want to limit the numbers, but in my opinion the more ....
7 She suggested I tried asking for a rise, but that's easier ....
8 Air passengers are given seats on the basis of first come, ...
9 He said that I look stupid when I dance. Talk about the pot ....

3 ABOUT YOUR LANGUAGE How would you translate these sayings into your own language? Write a translation, or talk to another student who speaks your language.

Remember to test yourself

B Practice makes perfect

Many sayings give advice, or say something that is generally true.

1

2

3

4

Example	Meaning
He tends to get what he wants because ***money talks***[1].	If you have a lot of money, you will have more power and influence than other people.
He treats her very badly but she doesn't realize; ***love is blind***[2] *in her case.*	When you love somebody, you cannot see their faults.
Don't worry – ***lightning never strikes twice (in the same place)***[3].	An unusual or unpleasant event won't happen in the same place or to the same person twice.
Don't say anything at the moment: ***let sleeping dogs lie***[4].	Avoid mentioning a particularly difficult subject which may cause trouble.
She spends hours at the piano, but ***practice makes perfect***.	If you do sth repeatedly, you will become very good at it.
I haven't heard from my son for weeks, but usually ***no news is good news***.	If you haven't had any news, then it's probable that nothing has gone wrong and things are fine.
It seems cruel to do it, but in this case ***the end justifies the means***.	Bad or unfair methods of doing sth are acceptable if the results of the action are good or positive.
You mustn't do that: ***two wrongs don't make a right***.	If sb does sth bad to you, that is not a reason to do sth bad to them.
Let's do this together: ***two heads are better than one***.	Two people can achieve more than one person working alone.
He thinks ***blood is thicker than water***.	Family relationships are stronger than any other.
He can say what he likes, but ***actions speak louder than words***.	What a person actually does is more important than what they say they will do.
He believes in an ***eye for an eye (and a tooth for a tooth)***.	Used to say that you should punish somebody by doing to them what they have done to you.
Don't forget that ***charity begins at home***.	You should help and care for your own family first before you start helping others.
She may be very attractive, but ***beauty is only skin-deep***.	How someone looks is less important than their character.
They finally turned up at 8.30, but ***better late than never***.	It is better to arrive late or achieve sth late, than not arrive or achieve anything at all.
The mountain road is dangerous so go slowly – ***better safe than sorry***.	It is better to be careful than to take a risk or act too quickly and later regret it.
Live and let live *– that's my* ***motto***.	Accept other people's opinions and ways of life, even if they are different from your own. A **motto** is a phrase which expresses the beliefs of a person or organization.
Enjoy yourself: ***you're only young once***.	Young people should enjoy themselves because in later life they will have more to worry about.
In my view ***prevention is better than cure***.	It is better to stop something bad from happening than try to deal with it after it has happened.

Remember to test yourself

4 Look at the sayings on page 166. Write down two which are connected with each of these topics.

1 family: ....
2 relationships: ....
3 morality: ....
4 tolerance: ....
5 progress: ....

5 Write down six sayings using words from the box.

cure	actions	love	better than	louder than	blood	words	water
lightning	charity	at home	never	is	prevention	blind	strikes
is	begins	twice	speak	thicker than	is		

....
....
....

6 Complete these sayings.

1 Better late than ....
2 Better safe than ....
3 You're only young ....
4 Let sleeping dogs ....
5 Practice makes ....
6 Two heads are ....
7 No news is ....
8 The end ....
9 Two wrongs ....
10 Lightning never ....
11 Prevention is better ....
12 An eye ....

7 Use a suitable saying to respond to each of these situations.

► I came down slowly – I didn't want to fall over. *Better safe than sorry!*
1 He works on his English for three hours every day. ....
2 Shall we work on this problem together? ....
3 When she finishes university she wants to travel round Europe. ....
4 I would always go to my family for help before asking friends. ....
5 He went to hospital over three hours ago, but we haven't heard anything. ....
6 Why does he get a seat first just because he owns lots of companies? ....
7 If he takes my exercise book, I'll take his dictionary. ....
8 They finally got here, but they missed the first part. ....
9 We don't share the same opinions on things, but I just accept it. ....
10 It's a very sensitive subject with Amélie. Should I say something? ....
11 She doesn't seem to see her husband's faults. ....
12 After what he did to me, I'll get my revenge. ....

8 ABOUT YOU Which sayings on page 166 do you think are generally true or represent good advice? Write your answers or ask another student.

9 ABOUT YOUR LANGUAGE How would you translate these sayings into your own language? Do you have equivalent sayings? Write a translation, or talk to another student who speaks your language.

Remember to test yourself

Review: Spoken English

Unit 58

1 One letter in one word is wrong in each line. Cross out the mistake and correct it.

1 Would you believe it! Someone's ticked my bike again! ....
2 Madonna got a lot of flan from the press last year. ....
3 I'm not feeling too good – I think I must have a rug. ....
4 He tried to borrow €200 from me – what a creek! ....
5 They were making a terrible jacket so I asked them to turn it down. ....
6 It's no good trying to get him to pay; he's really light. ....
7 Have you got anything in the fridge? I'm lying for something to eat. ....
8 I like most parties, but that one was a bit of a drug; in fact I left early. ....

2 Complete the email using words from the box in the correct form.

cheek	lousy	broke	neck	stick	guy	laugh	moan	back	bloke

Hi Sven
Hope you had a nice weekend – it's a pity you weren't here because we had a really good (1).................. on Saturday night at Erno's. We were completely (2).................. after going to that night club on Friday, so we decided to stay in and we invited Kim, Des, and a couple of other (3).................. round for a drink. One of these other (4).................., whose name was Phil, was a real pain in the (5).................. – he just kept (6).................. all evening about everything: football, the state of the country, the weather, on and on . . . and then he started giving Erno some (7).................. because he didn't think Erno's cooking was very good (in fact, he's right, it is pretty (8)..................), but we thought it was a bit of a (9).................., especially as he'd done nothing to help. Anyway, you know Erno, he's pretty (10) laid-.................. – he just smiled and then he started to laugh, and then he couldn't stop, and soon we were all laughing . . .

A Z more words: ***off colour***, *to* ***nip*** *out/round, it's bust,* ***clear*** *off!, a doddle/cinch, a* ***tip-off / tip*** *sb off*

Unit 59

1 Cross out the incorrect word in each response.

1 Do you think he'll be on time? ~ Your guess is as good as mine is.
2 Mark's split up with Jessica. ~ You're not kidding! I don't believe it.
3 You look completely worn out. ~ Yes, it's been one of those bad days.
4 What time will Gerry be back? ~ Don't you ask me. He never tells me a word.
5 Did you get tickets for the match? ~ No any such luck, I'm afraid.
6 Have you had the test results back? ~ No, but there's no use of worrying.
7 Did you speak to Jack about his room? ~ Yes, but it goes in one ear and out the other ear.
8 Should I try ringing the bank again? ~ Well, you've got nothing for to lose.

A Z more words. Look at idioms under 'far' in your dictionary, e.g. *go* ***far***, *not* ***far*** *off.* Make a list of all the other useful idioms in your notebook.

Unit 60

1 Complete the dialogue.

A How are things going at home?

B Well, we've got new neighbours upstairs and – guess (1)………………… – they're every (2)………………… as annoying as the last lot who lived there.

A Oh, how awful. Why?

B Well, believe it or (3)…………………, this family have even worse taste in music and play it till three in the morning.

A No (4)………………… you're fed up. What on (5)………………… can you do about it?

B I'm moving – the whole business is more trouble than it's (6)………………… .

A Yes, you'd just end up fighting a losing (7)………………… and feel frustrated. And you never (8)…………………, living somewhere else might be just the change you need.

2 Put the words in order to make sentences.

1 equal / things / centre / in / rather / being / the / I'd / live / all …………………

2 of / in / to / world / own / she / live / seems / a / her …………………

3 as / is / exercise / what / as / bit / eat / important / every / you …………………

4 he / for / him / reason / I / answer / but / rang / some / didn't …………………

5 you / asking / me / if / charge / did / you / much / how / don't / they / mind / ? …………………

6 let / down / great / week / to / hard / hair / after / a / it's / your …………………

AZ more words: *pay **lip service** to sth, **pull** the wool over someone's eyes, get the **wrong** end of the stick, turn a **blind** eye to sth, a new **lease** of life, can't make **head** nor tail of sth*

Unit 61

1 One word is wrong in each sentence. Cross it out and write the correct word at the end.

1 I love having the option to pick and select the songs on my iPod. …………………

2 You've got your jumper on backwards to front; turn it round. …………………

3 It is crucial that our aims and objects are absolutely clear. …………………

4 There's something exciting about the hustle and hassle of a big city. …………………

5 We ended up going back and fourth several times till we found the shop. …………………

6 She's a delightful colleague – always so light and cheerful. …………………

7 I had to give in and obey the rules and regulators in the institution. …………………

8 I couldn't do it at first, but you eventually get there by trial and mistake. …………………

AZ more words: ***take** it or leave it, **prim** and proper, **down and out**, **short** and sweet, **scrimp** and save, **odds and ends***

Unit 62

1 Complete the similes.

1 The children were as ______ as gold.
2 She's as ______ as a mouse.
3 The ground is as ______ as a bone.
4 My son's as ______ as an ox.
5 I went as ______ as a beetroot.
6 The software package worked like a ______ .
7 I've got a memory like a ______ .
8 She sleeps like a ______ .

AZ more words: ***dead*** *as a doornail/dodo*, ***safe*** *as houses*, ***sick*** *as a parrot*, ***tough*** *as old boots*, ***easy*** *as pie*, ***hard*** *as nails*, *be like* ***gold dust***

Unit 63

1 Match the phrasal verbs with a more formal synonym on the right.

do away with	own up	crop up
take sth apart	take sb in	drag sth out
hit back	butt in	turn up

prolong sth	arrive	interrupt
deceive sb	abolish	dismantle sth
retaliate	confess	happen unexpectedly

______ ______ ______
______ ______ ______
______ ______ ______

AZ more words: Look up the phrasal verbs related to *live*, *drop*, *stand*, *catch*, and *talk*. Write down any meanings and examples which are new to you.

Unit 64

1 Circle the correct phrase. Sometimes, both phrases are correct.

1 A Have you started your art course yet?
B As a matter of fact / By the way, I'm doing the course on digital photography.
2 A What did you think of the meeting?
B Well, on the whole / by and large, I thought it was pretty successful. Mind you / Besides, I thought Caroline was a bit irritating – she didn't keep to the point at all.
A Yes, to be honest / all the same, I've always found her very difficult.
3 A I'm not sure how long I'll be away, but I'll be back by the weekend at any rate / anyhow.
B That's good – oh, incidentally / even so, what time are you leaving?
4 A Hi, Sue, I'm just having a few problems with my computer; it keeps crashing.
B Try turning it off and on again; alternatively / to tell you the truth, ring technical support.
5 I agree / It's true he was only using me as an example, but even so / even if it was very insensitive.
6 I don't really want to go in this weather. At any rate / Besides it's too far away.

AZ more words: *having* ***said*** *that*, *on* ***top*** *of sth/sb*, *as a* ***rule***, *to* ***say*** *nothing of sth*, ***above*** *all*, ***talking*** *of sb/sth*

Unit 65

1 **Complete the sentences using vague language.**

1 I must've seen twenty horses or ________ .
2 His parents aren't old; I'd say they were fifty ________ .
3 Their farm is somewhere in the ________ of 500 acres.
4 I can't really afford a new car, but I'll find the money ________ or other.
5 The whole project will take nine months, give or ________ a week or two.
6 His job is ________ to do with the railways.
7 What's all that ________ doing on the floor?
8 He's a pharmacist or something along those ________ .

AZ more words: *whats-his/her-name, whatsit, thingummy/thingamujig, whatnot, whatchamacallit, doodah*

Unit 66

1 **Write a proverb or saying using the word in capitals. The meaning must be the same as in the sentence.**

1 Accept other people's opinions and ways of life, even if they differ from yours.
LIVE ________
2 It's easy to talk about something but a lot harder to do something about it.
SAID ________
3 Two people working together can achieve more than one.
HEADS ________
4 If you have a bad experience, you don't want something like it to happen again.
SHY ________
5 Family relationships are stronger than other relationships.
THICKER ________
6 If someone does something bad to you, you won't improve things by doing something bad to them.
RIGHT ________

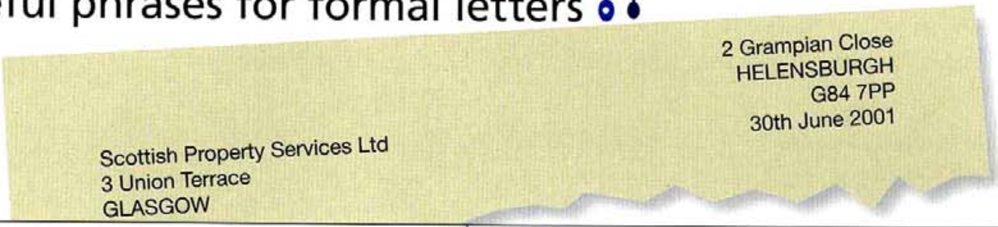
2 **Complete the sentences.**

1 He's pretty well off, and as they say, ________ talks – he gets what he wants.
2 I'm still waiting to hear from the hospital, but I guess that ________ news is ________ news.
3 Don't get into another row with the neighbours – just let ________ dogs lie.
4 If you want to come camping with us next week, please do – the more the ________ !
5 Don't forget to lock the doors when you leave – better ________ than ________ .
6 It's hard to find a seat in the library – it's first ________ , first ________ , so get there early!
7 My driving is gradually improving and I'm a bit safer – I guess ________ makes perfect.
8 She only rings me at New Year – it's a case of out of ________ , out of ________ .

AZ more words: ***waste*** *not, want not; nothing* ***ventured****, nothing gained;* ***touch*** *wood;* ***absence*** *makes the heart grow fonder;* ***familiarity*** *breeds contempt;* ***ignorance*** *is bliss*

67 I can **write a formal letter**

A Useful phrases for formal letters


2 Grampian Close
HELENSBURGH
G84 7PP
30th June 2001

Scottish Property Services Ltd
3 Union Terrace
GLASGOW

Phrase	Use/Meaning
Opening a letter	
I am writing to inform you that *I will be leaving at the end of June.*	used for giving information.
I am writing to inform you of my intention to terminate *my* ***lease.***	**intention** (**to do sth**) a plan to do sth **terminate sth** end or stop sth. **lease** a legal agreement for renting a property.
I am writing to enquire whether ...	used for asking a question or making a request.
I regret to inform you that ...	used for giving bad news.
I am delighted to inform you that ...	used for giving good news.
I am writing in response to *your* ***appeal for*** *aid in ...*	used for replying to an advertisement, etc. **appeal for sth** an urgent or sincere request for people to give money, help, etc.
Please accept my sincere condolences.	used for expressing apologies, sympathy, etc. **sincere** expressing what you really think or feel. SYN **genuine**. **condolences** the things you say to show sympathy when sb has just died.

Opening a reply to a letter	
Further to *our meeting last week, ...* ***Following*** *our conversation on 5 May, ...* ***In reply to*** *your letter of 7 July, ...* ***With reference to*** *your letter of 3 June, ...*	used to refer to a previous conversation with the receiver, or a letter/email from them.
Thank you *for your letter* ***concerning*** ...	**concerning** about. SYN **regarding**.

Referring to something in a letter	
Please find enclosed *a copy of ...* ***As you will see from*** *my CV, I ...*	used to refer to sth in the body of the letter or included with it.
I would like to draw your attention to ...	used to refer to sth in the body of the letter, or sth that is relevant to the subject of the letter.

Closing a letter	
Should you require any further information, please do not hesitate to contact me.	commonly used at the end of a formal letter or offer (*should* here is a more formal equivalent of *if*).
I would be grateful if you could *contact me as soon as possible.*	used to make a request, or ask for action to be taken.
I look forward to *meeting you.* *I look forward to* ***hearing from you.***	used to end a formal letter (**hearing from you** is used when you expect a reply).

Remember to test yourself

1 Circle the correct word(s).

1 Please accept my sincere condolence/condolences on the death of your father.
2 As you will see/read from my CV, I have extensive experience in marketing.
3 I am delighted/delighted to inform you that your application has been successful.
4 I look toward/forward to hearing from you.
5 Following/Following to our earlier conversation, I have now looked at the plan.
6 Thank you for your letter concerning/concerned the sale of your property.
7 Would/Should you require any further information, do not hesitate to contact me.
8 I am writing in response for/to your appeal for assistance at Longhurst Farm in July.

2 Write a more formal word or phrase with a similar meaning to the words in italics.

1 I am writing to *ask* / .... whether there has been any progress with my application.
2 I *am sorry* / .... to *tell* / .... you that the International Sustainability conference has been cancelled.
3 I am writing to inform you of my *plan* / .... to *end* / .... my lease.
4 *If* / .... you *need* / .... any *more* / .... information, please *feel free* / .... to *get in touch with* / .... me.
5 *After* / .... our *chat* / .... yesterday, *it would be good* / .... if you could send me the details *about* / .... the proposed changes.

3 One word is missing from each sentence. What is it, and where does it go?

1 I am writing in to your article about supermarket packaging. ....
2 We look forward hearing from you. ....
3 I am writing reply to your letter of 17 October.
4 Thank you for your letter the pre-service training course at CDQ. ....
5 Please enclosed a copy of my birth certificate. ....
6 I am writing in reply to your for donations following the tsunami disaster. ....
7 Please accept my sincere on the death of your grandfather. ....
8 I would like to your attention to the final clause of the lease. ....
9 As you see from my CV, I have extensive experience in sales and marketing. ....
10 With to your letter of 17 May, I am enclosing the documents you requested. ....

4 Write sentences suitable for formal letters.

► Ask a customer to get in touch with you before the weekend.
I would be grateful if you could contact me before the weekend.

1 Start a letter explaining that you saw an advertisement for a receptionist in yesterday's paper.

....

2 Point out that you have included a photocopy of your driving licence in the envelope.

....

3 Mention a conversation you had with your client yesterday, and tell them that you now have the necessary documents.

....

4 Say that you are happy to give any more information needed about your qualifications if they are needed.

....

5 Say that you would like the company to send you a brochure and price list.

....

6 Explain to an interview candidate that they have been given the job.

....

Remember to test yourself

B Advice on writing formal letters

When writing a formal letter, firstly **state** your purpose in the opening paragraph in a **straightforward** manner. The **body** of the letter should contain one or more paragraphs, each dealing with a separate aspect of the **subject matter**. The final paragraph should **spell out** what you want to happen next.

It is crucial to adopt a suitable **tone**. Be clear, **concise**, and **to the point**, avoiding **superfluous** matter, but not too **blunt** or **abrupt**. Keep the language **plain** and simple where possible. Refer to **sample** letters on the internet for further guidance.

Glossary

state sth	write or say sth clearly or firmly.
straightforward	uncomplicated and easy to understand. OPP **convoluted**.
body	the main part of a book, article, text, etc.
subject matter	the ideas or information in a book, letter, painting, etc.
spell sth out	explain the details of sth in a simple, clear way.
tone	the general attitude or feeling expressed in a piece of writing.
concise	expressed clearly and without using any unnecessary words.
to the point	relevant and without any extra information. SYN **pertinent**.
superfluous	unnecessary.
blunt	saying what you think even if it offends or upsets people.
abrupt	speaking or acting with few words and in a way that seems unfriendly or rude. SYNS **brusque**, **curt**.
plain	without unnecessary detail; clear.
sample	an example, or small amount, of sth to show what all of it is like.

5 According to the text above, are the following positive (P) or negative (N)?

1 The information was superfluous. ______
2 She writes in plain English. ______
3 The letter sounds curt. ______
4 It was to the point. ______
5 His style is very straightforward. ______
6 I thought his email was quite abrupt. ______
7 The information was pertinent. ______
8 The tone was brusque. ______
9 It was written in a convoluted way. ______
10 Her response was very blunt. ______

6 Complete the dialogues with a suitable word.

1 Did he say what he needed? ~ Yes, he ______ it very clearly.
2 Her tone is rather brusque, isn't it? ~ Yes, I find it rather ______ .
3 Did you find some model letters? ~ Yes, I found some ______ letters on a website.
4 He should tell her the problem clearly. ~ That's right; he's got to ______ it out.
5 Did you enjoy the programme? ~ No, I wasn't interested in the ______ matter.
6 Was the complaint in the introduction? ~ No, I put it in the ______ of the letter.
7 Is that detail really necessary? ~ No, it's ______ .
8 Is the letter easy to follow? ~ Yes, it's very ______ .

7 ABOUT YOU AND YOUR COUNTRY Is the advice in the text similar to the advice you would give for formal letters in your own language? Where is it the same, and where does it differ?

68 I can **use formal link words**

In addition to the many link words you already know, e.g. *however, although, furthermore, since*, etc., there are a limited number of link words and phrases which are mostly used in formal written English.

It is our understanding that the residents of Alton Court received a full apology from the council in writing **prior to** the meeting that was held on 7 June. **In view of** the limited inconvenience they suffered, this was felt to be adequate; **thus** no further action was taken. **With regard to** Mr Wilson, however, the council acknowledges some damage was caused to his property, **albeit** very minor, and therefore agrees to pay the full costs incurred by Mr Wilson, **notwithstanding** the burden it will inevitably place on the council's resources. **In conclusion**, we sincerely hope this brings an end to the matter.

Glossary

prior to sth	before sth.
in view of sth	used to introduce the reason for a decision. SYN **considering sth.**
thus	therefore. SYN **hence.**
with/in regard to sb/sth	relating to a particular person or subject. SYNS **concerning sth, regarding sth.**
albeit	although.
notwithstanding	in spite of.
in conclusion	used in writing or a formal speech to show that you are about to finish what you are saying.

spotlight ***hitherto* and *henceforth***

Hitherto means 'up to this time'.
***Hitherto** we had had no problems of this kind.*
Henceforth means 'from this time on'.
*Jason Dean Williams (**henceforth** referred to as 'the accused') . . .*

1 Replace the underlined word(s) with a more formal equivalent.

1 He was only seven, so he couldn't be held responsible for his actions. ______
2 I agreed, although with some reluctance, that I would accompany them. ______
3 The meeting will go ahead in spite of the planned protests. ______
4 We were told before the meeting. ______
5 His performance was extraordinary considering his advancing years. ______
6 Up to this time, the species was unknown. ______

2 Complete the sentences with a suitable link word or phrase.

1 Deoxyribonucleic acid (______ referred to as DNA) carries genetic information.
2 They did not have valid tickets, ______ they were not allowed to board the train.
3 ______ our conversation yesterday, I had not met either man.
4 Work on the new extension will commence next month. ______ the roof, the contractors have assured us that the necessary repairs will be carried out immediately.
5 ______ the complaints received, we still have complete faith in both the company and the Managing Director.
6 ______, the board would like to thank everyone for attending the meeting and making such a positive contribution.

69 I can **use academic English**

A Public examinations

Exam requirements

Some public examinations in English consist of a written paper in which candidates are required to produce a piece of **discursive** writing. They may be asked to present and develop an **argument**, **evaluate** ideas, **summarize** information, etc. Candidates are **assessed** on a number of **criteria**, including their ability to write in an organized and **coherent** way, their **command of** a range of **stylistic** features, and their ability to write in an appropriate **register**. Some tasks may also involve the use of **narrative**.

spotlight ***present* v**

The verb **present** (stress on second syllable) can be used to show or describe something in speech, e.g. at a **conference**, where there are talks on different subjects, or in writing. **presentation** N.
*I'm **presenting** the new product at the sales **conference**.*
*He didn't **present** his ideas very coherently in his essay.*

Glossary

discursive	discussing different ideas.
argument	a set of reasons that sb uses to show that sth is true or correct.
evaluate sth	form an opinion of sth after careful thought. **evaluation** N. SYN **assess sth** V. **assessment** N.
summarize sth	give a short statement that brings together the main points of sth. SYN **sum sth up**. **summary** N.
criterion (PL **criteria**)	a standard or principle by which sth is judged.
coherent	(of writing) clear and comprehensible, with each part following on logically from the one before. OPP **incoherent**. **coherence** N.
command of sth	a knowledge of sth and an ability to use it well.
stylistic	connected to the way a writer or artist does sth. **style** N.
register	the words, grammar, and style that sb uses in a particular situation, e.g. *formal*.
narrative	a description of events, especially in a novel. SYN **story** (the person is a **narrator**).

1 Circle the correct word(s). Sometimes both words may be correct.

1. He asked me to sum up / summarize the main points.
2. Having read her essay, what was your command / assessment of it?
3. The events in the novel are described by a narrative / narrator.
4. We had to assess / evaluate the plans.
5. The single most important criterion / criteria was experience.
6. The chairman came to my conference / presentation and thanked me afterwards.
7. It was an interesting argument / register, but I'm not sure I agree with it.
8. You have to be able to propose / present your ideas on paper.

2 Complete the sentences.

1. I decided to write a ______ because I'm quite good at telling stories.
2. You should provide a brief ______ of your ideas at the end of the talk.
3. I couldn't follow what the writer was trying to say because it was so ______ .
4. The use of metaphors is an important ______ feature of the writing.
5. What are your ______ for choosing the best candidate for the job?
6. To write an academic essay, you need a very good ______ of the language.
7. Most academic essays are written in a formal style and ______ .
8. I'm not very good at discussing ideas on paper, so I avoid ______ essays.

Remember to test yourself

B Basics of academic writing

In a piece of academic writing, the writer will do at least some of the following:

- **outline** their main ideas
- **explore** certain ideas in greater depth
- **highlight** important facts
- **adopt** a particular **stance** or point of view
- **exemplify** certain points
- **draw conclusions**

They may also compare and contrast, **condemn** or **condone**, explain, describe, analyse, **hypothesize**, **assert**, **justify**, and – to the irritation of some people – **sit on the fence**.

Glossary

outline sth	give a description of the main points involved in sth. **outline** N.
explore sth	examine, discuss, or think about sth carefully. SYN **analyse sth.**
highlight sth	emphasize sth to give it more attention.
adopt sth	decide to take and support a particular point of view, plan, etc.
stance (on sth)	an opinion that sb has about sth and expresses publicly. SYN **position.**
exemplify sth	give an example to make sth clearer. SYN **illustrate sth.**
conclusion	a decision reached after discussion and examination of any evidence (**reach / draw / come to a conclusion**). **conclude** V.
condemn sth/sb	say publicly that you think sth or sb is bad or wrong. **condemnation** N.
condone sth	accept or forgive behaviour that most people think is wrong.
hypothesize	suggest a possible explanation for sth, but without knowing whether it is really true. **hypothesis** N.
assert sth	state clearly that sth is true. SYN **claim sth. assertion** N.
justify sth	show that sth is right or reasonable. **justification** N.
sit on the fence	IDIOM avoid deciding or saying which side of an argument you support.

3 Complete the sentences with a form of the word in capitals.

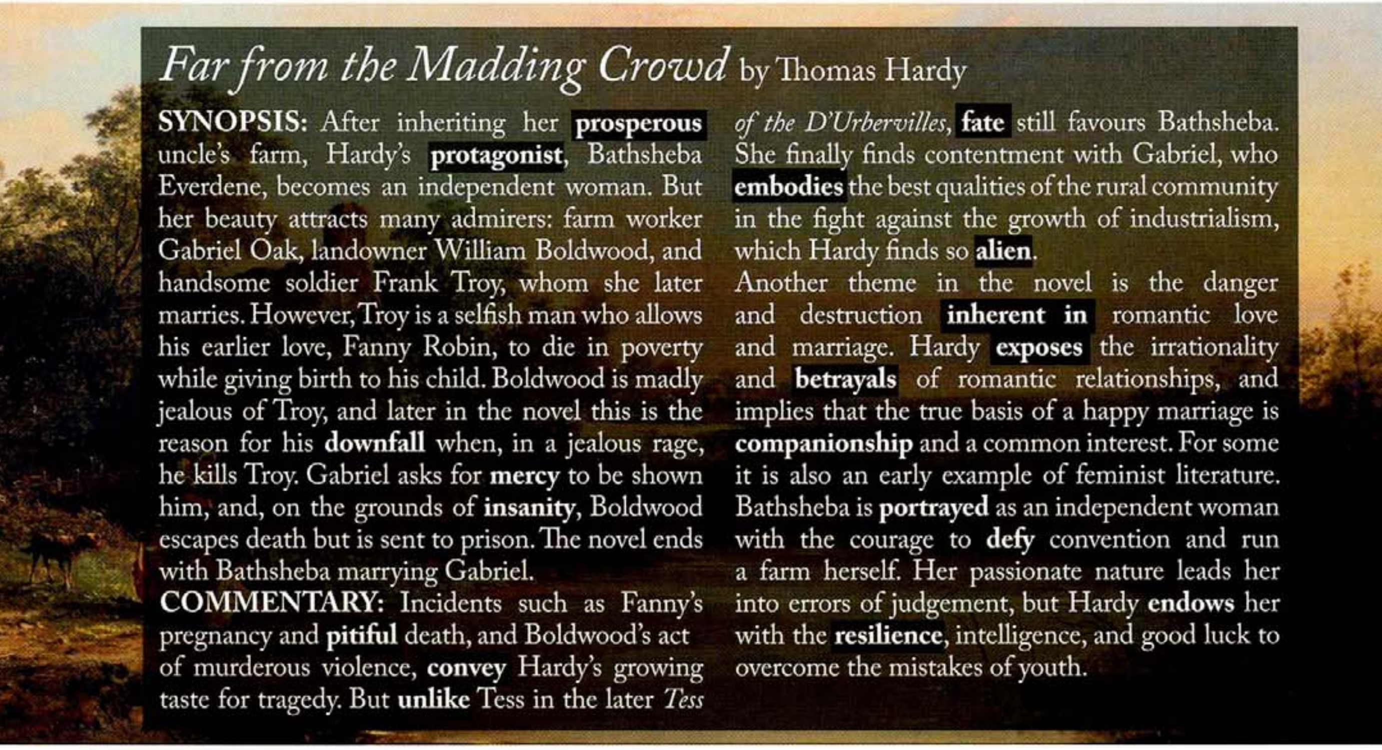
1 There was universal .... of the attack. CONDEMN
2 What .... did you draw? CONCLUDE
3 It may be unwise to .... at this stage. HYPOTHESIS
4 I felt he .... the point very well. EXAMPLE
5 He was correct in his .... that the man was guilty. ASSERT
6 What was his .... for that argument? JUSTIFY

4 Rewrite the sentences on the left using a single verb or noun for the underlined words in 1–7, and a phrase in 8. Keep the meaning the same.

1 She <u>gave a general picture of</u> her ideas. She ....
2 She had one <u>possible explanation</u>. She had one ....
3 She <u>gave special emphasis to</u> certain points. She ....
4 She wouldn't <u>accept or forgive</u> his behaviour. She wouldn't ....
5 She didn't <u>take and support</u> a clear <u>stance</u>. She didn't ....
6 She went on to <u>analyse</u> the idea in more depth. She went on to ....
7 She couldn't <u>show</u> her ideas <u>were reasonable</u>. She couldn't ....
8 In the end, she <u>wouldn't agree or disagree</u>. In the end, she ....

Remember to test yourself

70 I can talk about literature



Far from the Madding Crowd by Thomas Hardy

SYNOPSIS: After inheriting her **prosperous** uncle's farm, Hardy's **protagonist**, Bathsheba Everdene, becomes an independent woman. But her beauty attracts many admirers: farm worker Gabriel Oak, landowner William Boldwood, and handsome soldier Frank Troy, whom she later marries. However, Troy is a selfish man who allows his earlier love, Fanny Robin, to die in poverty while giving birth to his child. Boldwood is madly jealous of Troy, and later in the novel this is the reason for his **downfall** when, in a jealous rage, he kills Troy. Gabriel asks for **mercy** to be shown him, and, on the grounds of **insanity**, Boldwood escapes death but is sent to prison. The novel ends with Bathsheba marrying Gabriel.

COMMENTARY: Incidents such as Fanny's pregnancy and **pitiful** death, and Boldwood's act of murderous violence, **convey** Hardy's growing taste for tragedy. But **unlike** Tess in the later *Tess of the D'Urbervilles*, **fate** still favours Bathsheba. She finally finds contentment with Gabriel, who **embodies** the best qualities of the rural community in the fight against the growth of industrialism, which Hardy finds so **alien**.

Another theme in the novel is the danger and destruction **inherent in** romantic love and marriage. Hardy **exposes** the irrationality and **betrayals** of romantic relationships, and implies that the true basis of a happy marriage is **companionship** and a common interest. For some it is also an early example of feminist literature. Bathsheba is **portrayed** as an independent woman with the courage to **defy** convention and run a farm herself. Her passionate nature leads her into errors of judgement, but Hardy **endows** her with the **resilience**, intelligence, and good luck to overcome the mistakes of youth.

Glossary

synopsis	a short summary of the plot of a book, film, etc.
prosperous	rich and successful. SYN **affluent**. **prosperity** N.
protagonist	the main character in a book, film, etc.
downfall	A person's **downfall** is the complete loss of their money, power, etc.
mercy	a kind or forgiving attitude towards sb you have the power to harm or punish. **merciful** ADJ. OPP **merciless**.
insanity	the state of being seriously mentally ill. **insane** ADJ. OPP **sane**.
commentary	a written explanation or discussion of sth such as a book.
pitiful	deserving, or causing you to feel, pity.
convey sth	communicate ideas and feelings.
unlike	used to contrast one person or thing with another.
fate	a power that is believed to control everything and that cannot be changed.
alien	strange, difficult to understand, and often unacceptable.
inherent (in sth)	If sth is **inherent in sth**, it is a natural part of it and cannot be removed from it. SYN **intrinsic**.
expose sth	tell the true facts about sth and show it to be bad or wrong.
betrayal	the act of being disloyal to sb who trusts you. **betray** V.
companionship	a friendly and comfortable relationship between people.
portray sb/sth	describe sb/sth in a piece of writing. SYN **depict sb/sth**. **portrayal** N.
defy sth/sb	refuse to obey a law or rule, or a person. **defiance** N. **defiant** ADJ.
resilience	the ability to recover and become strong again after a difficult or unpleasant situation. **resilient** ADJ.

spotlight *embody/represent sth, endow sb with sth*

If a character in a book **embodies** or **represents** something, they show or express a particular idea or quality (**embodiment** N). If the writer **endows** a character **with** something, they give the character a particular quality or feature.

*He **embodies** the spirit of hopefulness.*
*She is the **embodiment** of beauty.*
*The author **endows** the hero **with** great powers.*

Remember to test yourself

1 Add the related words.

1 betray ______________ N
2 portray ______________ N
3 defy ______________ N
4 embody ______________ N
5 prosperous ______________ N
6 insane ______________ N
7 resilience ______________ ADJ
8 mercy ______________ ADJ
9 pity ______________ ADJ

2 Circle the correct word(s).

1 A commentary on a novel is a synopsis / an explanation of the main events.
2 If something is alien to you, it is easy / difficult to understand.
3 If you expose someone, you tell the truth / lies about them.
4 A pitiful story is likely to make you feel sad / proud.
5 Resilience is the ability / inability to recover from a big disappointment.
6 If you are defiant, you agree / refuse to do something.

3 Replace the underlined word(s) with another word that has a similar meaning in the context.

1 Could you just give me a summary of the novel? ______________
2 She is portrayed as a very virtuous character. ______________
3 In the end she died a rather sad death. ______________
4 He was one of the more affluent landowners. ______________
5 Generosity was one of her intrinsic qualities. ______________
6 There were fears he might be mad. ______________
7 In the novel she embodies the forces of change. ______________
8 She misses the enjoyment of being with other people. ______________

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4 Complete the synopsis of the novel with words from the box, in the correct form.

fate	represent	downfall	mercy	protagonist	depict	unlike
endow	convey	defy	betray	embodiment		

Tess is the (1)______________ in Hardy's novel that bears her name, *Tess of the D'Urbervilles*. She is (2)______________ in the novel as a daughter of nature, and Hardy (3)______________ her with so many noble qualities that she is one of his most sympathetic characters. But time and again she has to endure suffering and the brutality of the industrial age. This brutality is (4)______________ in the character of Alec D'Urberville, who is the (5)______________ of evil in the novel. The other man in her life is Angel Clare, an intelligent young freethinker, who (6)______________ convention and is happy to work on a farm rather than go to university. He and Tess fall in love and marry, but when Tess tells him that she has previously had a child, Angel feels (7)______________ and leaves her. (8) ______________ is sometimes kind to Hardy's heroines, but not in this case. Tess goes back to Alec, but when Angel returns from Brazil and forgives her, she brings about her own (9)______________ by stabbing Alec to death. But (10)______________ Boldwood at the end of Hardy's earlier novel *Far from the Madding Crowd*, Tess is shown no (11)______________ . She is executed for her crime, although the final incident is only (12)______________ to us by a black flag being waved over the prison.

5 ABOUT YOU What was the last novel you read? Can you give a synopsis of it? Write it down, or tell another student.

Remember to test yourself

71 I can use scientific English

A Research

Scientific method

SCIENTIFIC RESEARCH proposes **hypotheses** as explanations of **phenomena**, and then designs experimental studies to gather **empirical** evidence and test them out. These **procedures** must be repeatable in order to predict future results with some certainty. A **facet** shared by other fields of enquiry is the **conviction** that the process must also be **objective** in order to reduce a **biased** interpretation of the results. Another basic expectation is to document, **archive**, and share all data so that it is available for **scrutiny** by other scientists. There is then the opportunity to **verify** the results by **replicating** them.

1 Complete the tables.

ADJECTIVE	NOUN
objective	....
biased	....
empirical	....

VERB	NOUN
verify	....
....	hypothesis
....	scrutiny

2 Replace the underlined word with a word of similar meaning.

1 Objectivity is just one <u>aspect</u> of the problem.
f........
2 The results came under close <u>examination</u>.
s........
3 At the moment it's just a working <u>theory</u>.
h........
4 His views are completely <u>objective</u>.
u........
5 Their personal <u>belief</u> is that the drug is safe.
c........
6 Can we <u>duplicate</u> this experiment?
r........

Glossary

hypothesis (PL **hypotheses**) a possible explanation of sth, based on a few facts but not yet proven to be true. SYN **theory**. **hypothesize** V. **hypothetical** ADJ.
phenomenon (PL **phenomena**) a thing that happens or exists, especially sth that is not fully understood.
empirical based on experiments or experience, not just ideas (**empirical evidence/knowledge/research**). **empiricism** N.
procedure a way of doing sth, especially the usual or correct way.
facet (of sth) a particular part of sth. SYN **aspect (of sth)**.
conviction a strong opinion or belief (**political/moral conviction**).
objective based on fact and not influenced by personal feelings or opinion. SYN **unbiased**. OPP **subjective**. **objectivity** N.
biased influenced by personal feelings. OPP **unbiased/objective**. **bias** N.
archive sth put documents in an **archive** (a set of historical documents).
scrutiny careful and thorough examination (**come under close/careful scrutiny**). SYN **inspection**. **scrutinize sth** V.
verify sth check or show that sth is true and accurate. **verification** N.
replicate sth copy sth exactly. SYN **duplicate sth**.

3 Complete the sentences.

1 Experiments must follow a clear ....
2 Violence in society is not a new ....
3 We need to .... experiments so that we can verify other people's results.
4 Do you have any .... evidence to support your theory?
5 All the published results are kept in an .... in the library.
6 It's a .... report and lacks objectivity.

Remember to test yourself

B Genetics

GENE THERAPY: *Genes* are the basic physical and functional **units** of **heredity**, and *gene therapy* is a technique for correcting **defective** genes responsible for diseases. It works by **inserting** a normal gene into the *genome* (the complete set of genes in a living cell) to replace an **abnormal** gene. A carrier **molecule** called a *vector* must be used to deliver the therapeutic gene to the patient's target **cells**. But there are many limitations:

- the rapidly dividing nature of many cells means that gene therapy may be **short-lived**;
- the normal gene may be attacked and **repelled** by the patient's **immune system**;
- gene therapy works best on disorders arising from the **mutation** of a single gene.

Glossary

genetics the scientific study of the ways in which different characteristics are passed from one generation to the next. **genetic** ADJ.

heredity the process by which physical and mental characteristics are passed from parents to their children. **hereditary** ADJ.

defective having a fault or faults. SYN **faulty**. **defect** N.

insert sth (into sth) put sth into sth else or between two things. **insertion** N.

abnormal different from what is expected, and often harmful or unwanted.

molecule the smallest unit (of two or more **atoms**) that a substance can be divided into, without changing its chemical nature. **molecular** ADJ.

cell the smallest unit of living matter that can exist; all plants and animals are made up of **cells** (**blood cells**, **brain cells**).

short-lived only lasting for a short time. OPP **long-lived**.

repel sth successfully fight or drive away sth that is attacking you.

immune system the system in your body that produces substances to help it fight against infection and disease (giving **immunity**).

mutation (in biology) a process in which genetic material changes in structure when it is passed on. **mutate** V.

spotlight *unit*

A **unit** can be a thing, person, or group that is complete in itself but can also form part of something larger.
*The **basic unit** of society is the family.*
*A **maternity unit** in a hospital.*

4 Circle the correct word(s).

1 The unit is defective / defaulty.
2 Is this particularly disnormal / abnormal?
3 The ward is in the maternity unit / system.
4 Arthritis can be heredity / hereditary.
5 The effects are short-living / short-lived.
6 It's your immune / immunity system.

5 Complete the sentences.

1 ________ therapy has been used to restore the function of ageing brain ________ in monkeys.
2 The problem was caused by the ________ of the genes as they were passed on.
3 Doctors ________ a tube into the patient's stomach.
4 The body has to be able to ________ the abnormal cells that are attacking it.
5 A ________ disorder is a disease caused by an abnormality in someone's DNA.
6 If an illness is passed from parents to their children, it's a problem of ________ .
7 The technique involves the ________ of genes for nerve growth into the brain.
8 In ________ science, a ________ is a stable unit comprising two or more atoms.

Remember to test yourself

72 I can use technical English

Skyscrapers: design and construction

Every skyscraper is designed within physical **constraints** such as climate and geology, and then has to **comply with** the most **stringent** safety regulations. It also has to **meet the needs of** its **occupants**, and satisfy the aesthetic objectives of both owner and architect.

Design engineers translate the architect's vision into a detailed plan that is structurally sound. As each skyscraper is unique, models of the building must undergo **rigorous** tests in wind tunnels to **determine** whether they can **withstand** the effects of high winds. If tests show the building will **sway** excessively, designers may add mechanical devices to **counteract** or restrict **motion**.

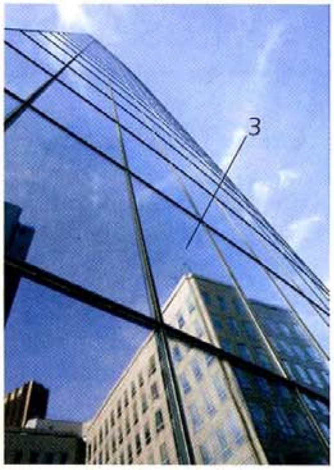
In the construction, engineers dig a massive hole in the rock and then establish the **footings**[1], which form the base that **anchors** the building. Steel or **reinforced concrete** columns are inserted in the footings, and concrete is poured on top.

Vertical supports are put in place by **cranes**[2]; these support the vertical **load**. Horizontal **beams** and steel **girders** are then placed at a 90 degree **angle** to the vertical columns; these hold the building together. Exterior walls merely enclose the structure, and are constructed by attaching **panels**[3] of material such as glass or metal to the building's framework. This is often done by **bolting** them to **brackets** secured to the floors or support columns. ■

Glossary

constraint	a thing which limits your freedom to do sth (**physical/financial/political constraints**). SYN **restriction**. **constrain** V.
comply with sth	obey a rule, order, law, etc. **compliance** N.
stringent	(of a law, rule, etc.) very strict.
meet the needs of sb/sth	satisfy the needs of sb/sth.
occupant	a person who lives or works in a particular room or building (**residents** live or stay in a building, but don't work in a building).
rigorous	done carefully and with great attention to detail. SYN **thorough**.
determine sth	calculate sth exactly. SYN **establish sth**.
withstand sth	be strong enough to be unharmed by great heat, cold, pressure, etc. SYNS **resist sth**, **stand up to sth**.
sway	move slowly from side to side.
counteract sth	do sth to reduce or prevent the bad effects of sth.
motion	the act or process of moving (sth can be **in motion**).
anchor sth	fix sth firmly in position so that it cannot move.
reinforced	made stronger, especially by the addition of another material.
concrete	a mixture of sand, cement, small stones, and water, which forms a hard building material.
vertical	going straight up or down from a surface.
load	the amount of weight pressing down on sth (a **vertical load**).
beam	a long piece of wood or metal, used to support a weight above.
girder	a strong metal beam in large buildings.
angle	the space between two lines or surfaces that join (**angle sth** V move or position sth so it is not straight; it is **at an angle**).
bolt sth to sth	fasten sth to sth with a **bolt** (= a long piece of metal).
bracket	a piece of metal or wood fixed to a wall to support sth.

Remember to test yourself



1 Circle the odd one out.

1	a) restriction	b) compliance	c) constraint
2	a) stringent	b) rigorous	c) thorough
3	a) beam	b) girder	c) bracket
4	a) motion	b) anchor	c) sway
5	a) counteract	b) determine	c) establish
6	a) withstand	b) resist	c) comply
7	a) angle	b) concrete	c) steel
8	a) occupant	b) constraint	c) resident
9	a) panels	b) crane	c) footings
10	a) bracket	b) bolt	c) load

2 Replace the underlined word(s) with a single word of similar meaning.

1. We haven't managed to determine the extent of the damage. ______
2. The building is moving from side to side. ______
3. You can't do anything once it is in motion. ______
4. We hope the structure will be able to stand up to the pressure. ______
5. They hope this will satisfy the needs of the planners. ______
6. Most architects have to operate with various financial restrictions. ______
7. Basically, the fence comprises six rectangular pieces of wood. ______
8. We need to firmly fix it to the ground. ______
9. High-rise buildings have to comply with very strict fire regulations. ______
10. They have very thorough tests before they are given the go-ahead. ______

3 Complete the texts with suitable words.

With a skyscraper, the effects of the wind are a greater problem than the weight of the structure, so designers have to ensure that the building can (1)______ strong winds, and will not (2)______ enough to cause the (3)______ physical or emotional discomfort.

In the design, engineers will have to (4)______ whether the steel (5)______ are strong enough to support the vertical (6)______ . If not, engineers will have to (7)______ the pressure of the weight, and one common method is to add more (8)______ concrete around the supports in order to stiffen the central core of the building.

Remember to test yourself

73 I can **use abbreviations**

A Electronic messaging

NB Abbreviations in text messaging are changing all the time.

Text Language Guidelines

- VOWELS are often removed, e.g. **WKND** = weekend, **sry** = sorry, **pls** = please, **xlnt** = excellent, **thx/tnx** = thanks, **msg** = message, **spk** = speak, **yr** = your OR you're
- WORDS can be omitted, especially articles, prepositions, and pronouns.
- SINGLE LETTERS replace words with the same sound: **b** = be, **c** = see, **d** = the, **n** = in OR and, **r** = are, **u** = you
- SINGLE NUMBERS replace words and parts of words with the same sound: **8** = -ate, e.g. **GR8** = great, **l8r** = later; **4** = for, -fore e.g. **b4** = before; **2** = to, too
- **/** is used to show missing letters, e.g. **w/** = with, **w/o** = without, **s/t** = something
- COMMON ABBREVIATIONS (also used in chatrooms and email)
  2day, **2nite**, **2moro** = today, tonight, tomorrow
  ttyl = talk to you later
  asap = as soon as possible
  bfn OR **b4n** = bye for now
  hand = have a nice day
  cul8r = see you later
  fyi = for your information
  atb = all the best
  btw = by the way
  lol = lots of love OR laughing out loud
  imho = in my humble opinion (humorous, = in my opinion, though I am not an important person)
  x = kiss

  myob = **mind your own business**
  iirc = if I remember/**recall** correctly

  gtg = (I've) got to go (now)
  prolly OR **prbly** = probably

- EMOTICONS (you have to read some of these **sideways** by turning your head to the left)
  ☺ or **:)** = happy or amused (a **smiley**)
  ;) = **winking** (showing you are joking)
  ☹ or **:(** = unhappy or displeased
  :-/ = doubtful or confused
  ;-x = my lips are **sealed** (I won't tell anyone)

Glossary

mind your own business — a rude way of telling sb not to ask questions about or get involved in sth you don't want them to know about. SYN **it's none of your business.**

recall sth — remember sth. SYN **recollect sth. recollection** N.

sideways — to, towards, or from the side.

wink (at sb) *see picture*

seal sth — close sth very firmly so that nothing can get in or out.

Remember to test yourself

1 Cross out any wrong words. Write the correct word(s) at the end.

1 imho = in my humorous opinion ....
2 btw = by the weekend ....
3 fyi = for your interest ....
4 hand = have a nice drink ....
5 : (= unhappy or tired ....
6 ttyl = turn to you later ....
7 2day = two days ....
8 lol = lots of laughs ....
9 ;-x = my letters are sealed ....
10 :-/ = doubtful or concerned ....
11 myob = make your own business ....
12 iirc = if I read correctly ....

2 Translate the messages into standard English.

Hi, thx 4 yr msg. R u goin 2 c Sally ths wknd? Pls giv her lol :) Alice

....

....

Hi cn u fone me asap? S/t important 2 tel u! ;-x atb Suzie

....

....

Dinr lst nite wz xlnt. tnx ☺ Wil u b n 2nite? Hope 2 cul8r Joe

....

....

Cd u spk 2 yr dad b4 d wknd? Iirc he wil b n 2moro. Lol Steffi

....

....

Sry bt im prolly goin 2 b l8 4 d mtng. Wil rng u w/ mor info l8r. Strt w/o me. Bfn Zoe

....

....

3 Write these words or phrases in text messaging language.

► today 2day
1 great ....
2 thanks ....
3 see you later ....
4 in my humble opinion ....
5 excellent ....
6 before ....
7 lots of love ....
8 without ....
9 I won't tell anyone ....
10 tomorrow ....

Remember to test yourself

B Common abbreviations

The abbreviations used here in spoken English are all pronounced as individual letters.

Abbreviations used in written English		Spoken or written abbreviations	
sae	stamped (self-)addressed envelope	**B & B**	bed and breakfast = a small hotel and the service provided.
PS	postscript (written at the end of a letter to add extra information)		closed-circuit television, often used in a building to prevent crime.
encl.	document(s) enclosed	**CEO**	chief executive officer
inc. **incl.**	(in advertisements) included / including, e.g. *batteries not* ***inc.*** inclusive, e.g. *12–24 June* ***incl.***	**PC**	**politically correct** (of language or behaviour) aiming to avoid offending anyone, e.g. *It's more* ***PC*** *to refer to old people as elderly.*
attn or **fao**	for the attention of, e.g. *Sales Dept* ***attn*** *Doug Smith*	**HQ**	**headquarters** = the main offices of an organization.
PTO	please turn over	**ETA**	estimated time of arrival
RSVP	(on invitations) please reply (from French 'Répondez s'il vous plaît')	**IQ**	intelligence quotient = a measure of sb's intelligence using special tests (**a high/low IQ**).
c/o	care of (used on a letter to sb staying at another person's house)	**TLC**	INF tender loving care = the sympathy and support you show sb to make them feel better.
NB	used to make sb notice some important information (from Latin 'nota bene')	**DIY**	do-it-yourself = home repairs and decoration you do yourself rather than paying sb to do it.

4 True or false? Write T or F.

1 You use NB to highlight something. ______
2 You write your address on an sae. ______
3 Big companies usually have an HQ. ______
4 'incl.' and 'encl.' mean the same. ______
5 You see ETA on travel information. ______
6 PTO means 'please take over'. ______
7 RSVP means 'tell me if you can come'. ______
8 You have to pay someone for DIY. ______

5 Complete the texts with suitable abbreviations.

Mary Collins, (1) ______
Mr and Mrs E Brooks,
34 Sydney Hill,
Devon
TX7 5GN

(3) ______ Jeff Sergeant,
DELTA,
87 Riverside,
Milton Keynes
MY6 2AJ

... a room reservation for 12–14 July
(5) ______, i.e. leaving 15 July ...

See you soon, love Mina
(2) ______ I nearly forgot – Jackie's pregnant again!

As requested, I have enclosed an (4) ______ for further details of the campaign.

6 Complete the sentences with suitable abbreviations.

1 He has risen through the company to become the ______ – with all the stress that entails.
2 She's quite hard of hearing – which is a more ______ way of saying 'deaf'.
3 He's had a terrible time – he really needs a bit of ______. Let's invite him for a drink.
4 We found a gorgeous little ______ in a remote village. The owners were really kind.
5 I'm sure they'll get the pickpocket – there is ______ all over the town.
6 Just having a high ______ doesn't mean you'll be any more successful than anyone else.

Remember to test yourself

Review: Written English

Unit 67

1 Find five pairs of synonyms in the box.

straightforward complicated abrupt unnecessary brusque
convoluted easy to understand relevant superfluous pertinent

.... / .... / ....
.... / .... / ....
.... / ....

A Z more words: *indent, pompous, waffle, to whom it may* ***concern***

Unit 68

1 Complete the table with a formal link word and its less formal equivalent.

although prior to in spite of albeit in view of thus
considering notwithstanding before therefore

Formal link word(s)	Less formal equivalent

A Z more words: *nonetheless, likewise, herewith, herein*

Unit 69

1 Complete the tables.

Verb	Noun
evaluate	
condemn	
assert	
summarize	
	hypothesis
	justification
	example
	outline

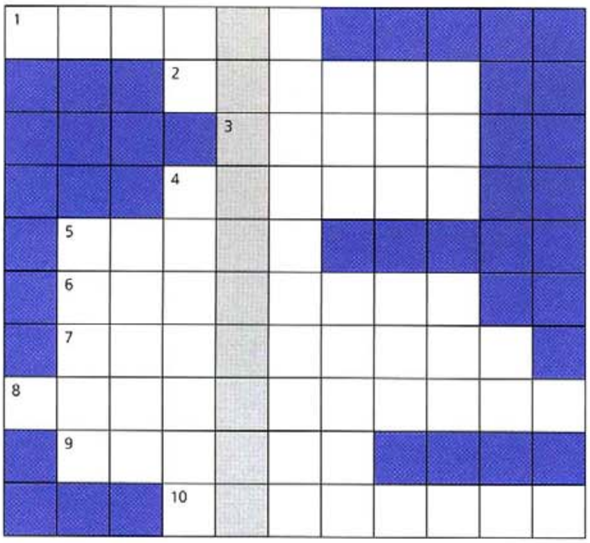
2 Yes or no? Write Y or N.

1 If someone committed a serious crime, would most people condone it? ______
2 If you adopt a stance, do you sit on the fence? ______
3 If you explore an issue, do you analyse it? ______
4 If you write a narrative, does it need to be coherent? ______
5 If you highlight an issue, do you condemn it? ______
6 If someone has a good command of English, do they use appropriate register? ______
7 If you have to outline an argument, should you give a lot of detail? ______
8 If you write a discursive essay, are you producing an outline of a story? ______

AZ more words: *account for sth, cross-reference,* ***cite*** *your sources, plagiarism, elucidate, acknowledgements*

Unit 70

1 **Complete the crossword. The letters in the grey squares spell out another word. What is it, and what does it mean?**



1 portray someone or something in a piece of writing
2 communicate ideas and feelings to someone
3 a kind willingness to forgive someone you have power over
4 express or show an idea or quality
5 strange and difficult to understand
6 a complete loss of power, money, etc.
7 a description of someone or something in a piece of writing
8 the main character in a book, film, etc.
9 be disloyal to someone who trusts you in a way that hurts them
10 a summary of something longer, like a book or film

AZ more words: *parody, allusion, analogy, understatement, anticlimax, flashback*

Unit 71

1 **One word is either wrong or missing in these definitions. Make any necessary corrections.**

1 A phenomenon happens or exists, and is usually fully understood. ______
2 A procedure is a way of describing something. ______ .
3 A cell is the largest unit of living matter that can exist. ______
4 Someone who is biased is not influenced by their feelings and opinions. ______
5 In biology, mutation is a process in which genetic material declines when it is passed on. ______
6 If you replicate something, you replace it. ______
7 If you repel something, you unsuccessfully fight something that is attacking you. ______
8 A conviction is a weak opinion or belief. ______

2 Complete the sentences using the correct form of the word in capitals.

1	We can only .... at this point.	HYPOTHESIS
2	This disease is often	HEREDITY
3	We will .... the information carefully.	SCRUTINY
4	They think it's a .... gene.	DEFECT
5	Her views are objective and completely	BIAS
6	We need .... of these details.	VERIFY
7	It doesn't guarantee	IMMUNE
8	It's a branch of .... science.	MOLECULE

A Z **more words**: *adjacent, binary, correlation, fusion, induce, linear, synthesis, spectrum, segment, residue*

Unit 72

1 One word is missing in each sentence. What is it, and where does it go?

1. The central core of a building is often made of reinforced. ....
2. Large steel are placed between the vertical columns to hold the building together. ....
3. The exterior walls are made by attaching made of glass or metal to the building. ....
4. Skyscrapers undergo rigorous tests to whether they can withstand high winds. ....
5. All support beams are lifted by and then put in place. ....
6. The design has to with strict safety regulations before construction begins. ....
7. All buildings have to conform to physical imposed by climate and geology. ....
8. Mechanical devices may be added to or resist motion. ....
9. All construction has to go through the most safety checks. ....
10. The building's support columns are usually in the footings. ....

A Z **more words**: *aggregate, bond/bonding, cladding, welding, rivet, axis, contraction, density*

Unit 73

1 What do these abbreviations stand for?

1 B & B = ...	5 DIY = ...	9 fao = ...
2 PTO = ...	6 CEO = ...	10 IQ = ...
3 HQ = ...	7 PC = ...	11 ETA = ...
4 CCTV = ...	8 c/o = ...	12 TLC ....

A Z **more abbreviations**: *A & E, AGM, AOB, DOB, IMF, WHO, YHA, VSO, VIP*

74 I can **use prefixes**

A *Mis-, inter-, ill-*

Professor Morton's lecture was terrible:

- he **miscalculated** the time
- it was full of **misconceptions**
- his handout was full of **misprints**
- he **misjudged** the audience
- there was no **interaction** with the audience
- his jokes completely **misfired**
- it was **ill-informed** and **ill-prepared**

Prefix	Word and meaning	Other words
mis- = bad(ly) or wrong(ly)	**miscalculate sth** estimate a time, amount, etc. wrongly. **misconception** a **concept** (= idea) which is not based on correct information or is not clearly understood. **misconceived** ADJ. **misprint** a small mistake, e.g. a spelling mistake in a book, paper, etc. **misjudge sth/sb** make a wrong judgement about sth or sb. **misfire** (of a plan or joke) go wrong.	**misdiagnose sth** be wrong about what illness sb has. **misinform sb** (**about sth**) give sb the wrong information about sth. **mismanage sth** manage or deal with sth badly. SYN **mishandle sth**. **mislay sth** lose sth for a time. SYN **misplace sth**. **mistreat sth/sb** treat sth/sb in a bad or cruel way.
inter- = between; from one to another	**interaction** the activity of being with and talking to people; the way that people react to each other. **interact** (**with sb**) V.	**interdependent** consisting of parts that depend on each other. **interrelated** (of two things) closely related and affecting each other.
ill- + PP = badly (*ill-* is an adverb but can act like a prefix)	**ill-informed** having little or no knowledge of sth. **ill-prepared** badly planned or organized.	**ill-treated** treated in a cruel or unkind way. **ill-advised** not sensible; likely to have a bad effect.

1 Cover the table. Write the prefixes.

1 ....action	5 ....dependent	9 ....lay
2 ....conception	6 ....treat	10 ....advised
3 ....diagnose	7 ....fire	11 ....related
4 ....prepared	8 ....informed	12 ....judge

2 Complete the sentences on the right using a word beginning with *mis-*, *ill-*, or *inter-*.

1. I was given inaccurate information. — I was ....
2. They dealt with the situation badly. — The situation was ....
3. The animals were handled in a cruel manner. — The animals were ....
4. She hardly knew anything about the topic. — She was ....
5. Someone lost the documents. — The documents were ....
6. The newspaper's full of typing mistakes. — The article was full of ....
7. Most people's ideas about it are wrong. — Most people's ideas are ....
8. They didn't identify the illness accurately. — The illness was ....
9. I thought I had enough, but I got it wrong. — I thought I had enough, but I ....
10. The two things affect one another. — The two things are ....

Remember to test yourself

B *Re-, de-, anti-, over-, under-*

Prefix	Example	Other words
re- again	*We need to* ***reappraise*** *the idea.* = examine the idea again to see if it needs changing. SYN **reassess**.	**refuel** put more fuel in a plane. **rewrite**, **reconstruct**, **reinvent**, **retell**
de- 1 indicating reversal or removal	*That is now* ***declassified*** *information.* = officially no longer secret. OPP **classified.** *I* ***defrosted*** *the fridge.* = removed ice from the fridge.	**depopulated** (of an area) from which all or most of the people have moved away. OPP **populated**. **decentralize**, **destabilize** **decaffeinated** with the caffeine removed.
de- 2 indicating reduction	*The currency was* ***devalued***. = the value of the currency was officially reduced.	**depreciate** become less valuable over time.
anti- 1 opposed to	*We went on an* ***anti-war*** *demonstration.* = opposed to war.	**anti-racism**, **anti-drugs policy**, **anti-virus software**
anti- 2 preventing; curing	*He took* ***anti-inflammatory*** *drugs.* = used to reduce swelling and pain.	**anti-depressants** drugs used to treat depression.
over- indicating 'too much/many'	*Why do airlines* ***overbook*** *flights?* = sell more tickets than are in fact available.	**overrated** If sth is **overrated**, it is believed by some people to be better than it is. OPP **underrated**. **overdose** N, **overemphasize**, **overload**
under- indicating 'not enough'	*The child was* ***undernourished***. = unhealthy because of a lack of food. SYNS **malnourished**, **underfed**.	**underprivileged** having less money and fewer advantages than most people. SYN **disadvantaged**.

spotlight ***un-*** **and** ***under-***

There is a difference between **un-** and **under-**.
An **unemployed** person doesn't have a job; an **underemployed** person doesn't have enough work to do, or their skills are not made use of. More examples: **uncooked/undercooked**, **undeveloped/underdeveloped**, **unpaid/underpaid**, **unsold** and **undersold** = sold at a price lower than the real value.

3 Find the end of each word. Circle the ones which can be preceded by *de-*.

racismfrostprivilegeddepressantpopulatedassessclassifiedfuelfedvaluebook

4 Circle the correct form(s). Sometimes both words are correct.

1 unsold / undersold
2 underadvantaged / disadvantaged
3 anti-war / overwar
4 underrated / overrated
5 unprivileged / underprivileged
6 unpaid / underpaid

5 Complete the dialogues.

1 Will this cream reduce the swelling? ~ Yes, it's ....
2 Is there enough work for Joe in the factory? ~ No, he's rather ....
3 Has the painting gone up in value? ~ No, sadly it has actually ....
4 I keep getting computer viruses. ~ You need some ....
5 We should consider that plan again. ~ I agree; it's time to .... it.
6 My chicken's still red in the middle. ~ Don't eat it – they've .... it.
7 Why was she rushed to hospital? ~ She was on drugs and took an ....
8 That child is terribly thin, isn't he? ~ Yes, if you ask me, he's ....

Remember to test yourself

75 I can **use suffixes**

A *-ize* and *-ify*

The suffixes *-ize* (also *-ise*) and *-ify* are added to adjectives and nouns to form verbs, indicating 'become or make something like (the adjective or noun)'. Adding *-ify* may change the spelling of the verb.

Noun/Adj	Example with *-ize*	Meaning
legal ADJ	*Some people want to* ***legalize*** *drugs.*	make sth legal.
nation N	*The government is planning to* ***nationalize*** *the railways.*	put an industry or company under the control of the government. OPP **privatize**.
vandal N (person)	*Youths have* ***vandalized*** *the bus shelter.*	damage or destroy sth for no reason. **vandalism** N.
character N	*The coastline is* ***characterized*** *by very steep cliffs.*	give sth its typical quality or feature. **characteristic** ADJ.
visual ADJ	*I can't* ***visualize*** *what the room will look like.*	form a picture of sth in your mind. SYN **imagine**.

Also: **economize**, **popularize**, **modernize**, **personalize**, **commercialize**, **finalize**, **specialize**, **industrialize**, **socialize**, **generalize**, **familiarize**, **itemize**, **equalize**, **standardize**, **symbolize**

Noun/Adj	Example with *-ify*	Meaning
intense ADJ	*The news has* ***intensified*** *speculation that the chairman may resign.*	**intense** (of feelings) very strong. If you **intensify sth**, you make it greater in strength or degree. SYN **heighten sth**.
solid N, ADJ	*When the liquid cools, it* ***solidifies.***	become solid or make sth solid.
pure ADJ	*These tablets* ***purify*** *the water.*	If sth is **pure** it isn't mixed with anything. If you **purify** sth, you remove any dirty substances to make it pure.
quantity N	*It's hard to* ***quantify*** *how much I need.*	express sth as an amount or number.
peace N	*One of the men tried to* ***pacify*** *the angry crowd.*	make sb who is angry become quiet and calm. SYN **placate sb**.

Also: **electrify**, **simplify**, **identify**, **exemplify** (= give examples), **clarify** (= make sth clear)

1 What are the verbs related to these nouns or adjectives?

1 character ....
2 solid ....
3 clear ....
4 symbol ....
5 legal ....
6 industrial ....
7 electric ....
8 peace ....
9 example ....

2 Replace the underlined words with a verb ending in *-ize* or *-ify* in the correct form.

1 We will all have to <u>spend less money</u>. ....
2 The presence of the police <u>heightened</u> the tension in the crowd. ....
3 After all these years, I can't <u>imagine</u> what his sister will look like. ....
4 All the bus shelters have been <u>damaged</u> by gangs of youths. ....
5 The promise of action did not <u>placate</u> the angry demonstrators. ....
6 We need to <u>remove any dirty or harmful substances from</u> the water. ....
7 First they nationalized the railway, now they plan to <u>sell</u> it <u>off</u>. ....
8 Can we <u>express in an amount</u> how much damage has been done? ....

3 ABOUT YOUR COUNTRY Write your answers or ask another student.

Has your government recently nationalized or privatized any industries? ______

Do you have much vandalism? What things are vandalized? ______

Is there currently anything against the law that you would like to legalize? ______

Does your country specialize in making any particular type of product? If so, what? ______

B -proof, -free

Buy our **foolproof** guide to dressing for your body shape.

Interested in **tax-free** earnings or **inflation-proof savings**? Contact us today.

Take the heat out of cooking with our **ovenproof** dishes.

Buy a plasma TV and get 12 months' **interest-free** credit.

Magnetic childproof safety locks.
No other lock compares!

Glossary

foolproof	If sth is **foolproof** it is so well designed that it cannot go wrong or be used wrongly (a **foolproof machine/method**).
tax-free	**Tax-free** earnings are earnings that you don't have to pay tax on.
inflation-proof savings	savings that are safe because they are guaranteed to go up as much as inflation.
ovenproof	able to be used safely inside an oven.
interest-free	**Interest-free** credit is a loan that you don't have to pay interest on.
magnetic	ADJ, **magnet** N (*see picture*).
childproof	If sth is **childproof** it is designed so that children cannot open or use it.

spotlight *-proof, -free*

-proof means safe against the thing mentioned, e.g. a **waterproof** coat doesn't let water through; a **soundproof** room doesn't let sound through; a **bullet-proof** vest (*see picture*) protects the wearer from bullets (also **bullet-proof armour/windows**).
-free means without the thing mentioned, e.g. if you buy **duty-free** cigarettes you don't have to pay **duty** (= tax); a **trouble-free** life is a life without worry or anxiety.

4 Choose the best noun from the right for each of the adjectives on the left.

trouble-free ______	tax-free ______	room	perfume
soundproof ______	foolproof ______	locks	life
childproof ______	duty-free ______	income	method

5 Complete the sentences with a suitable word.

1 If you're doing some cooking, use the other dishes; these aren't ______ .
2 You can buy most fridges and freezers with ______ credit.
3 Anyone can use this machine: it's ______ .
4 Famous people sometimes travel in cars with ______ windows for security.
5 You need to make sure that any savings you have are ______ .
6 My feet are wet. These boots aren't ______ .

76 I can **use words with prepositions**

A Noun + preposition

Noun	Example with a preposition	Meaning
excerpt	*She's reading an **excerpt from** her latest novel.*	a short piece taken from a book, piece of music, etc. SYN **extract** (from a film it is a **clip**).
remedy	*What's the **remedy for** this crisis? It is used as a **remedy for** colds.*	1 a way of dealing with a problem. SYN **solution**. 2 a treatment to cure an illness, reduce pain, etc.
aptitude	*I have no **aptitude for** languages.*	natural skill or ability in doing sth.
restriction	*Are there **restrictions on** parking here?*	a law or rule that limits what you can do, or what can happen.
compilation	*The CD is a **compilation of** her best singles.*	different items, especially music or writing, that are brought together in a performance, CD, or book.
disregard	*He shows a complete **disregard for** his own safety.*	a lack of care or concern about sth (you can also **have no regard for sth**).
complex	*He has a **complex about** his nose.*	an abnormal worry or concern about sth.
substitute	*You can use honey as a **substitute for** sugar.*	a thing that you use or have instead of the one you usually use or have.
grudge	*He has a **grudge against** his boss.*	a feeling of dislike for sb because of sth they have done to you.
involvement	*They have some **involvement with** a number of companies.*	the act of participating in sth.
ban	*There's a total **ban on** smoking.*	a rule that says sth is not allowed.

spotlight *control of/over sth/sb*

You can **gain/keep/lose control of sth/sb.**
*The army has **gained control of** the city.*

You can also **have control over sb/sth.**
*The parents **have no control over** their children.*

1 Circle the correct word.

1 a grudge for / against someone
2 a ban on / of alcohol
3 a substitute for / of something
4 a complex on / about something
5 have control over / about something
6 an aptitude for / about something
7 a disregard of / for something
8 involvement with / for something
9 an extract from / for something
10 a remedy for / of something

2 Complete the sentences with a suitable noun.

1 He's a thoughtless man, and has absolutely no ________ for other people's feelings.
2 The album is largely a ________ of her old songs.
3 I had to read an ________ from her autobiography.
4 Barry has had a ________ against me ever since I was promoted over him.
5 I've never had an ________ for figures or mental arithmetic.
6 They showed a couple of ________ from Almodóvar's latest film.
7 Is there any ________ on the number of books we can borrow from the library?
8 She's lost ________ of the movement in her left arm.

Remember to test yourself

B Adjective or verb + preposition

Having **embarked on** industrial action, the air traffic controllers are now **intent upon** causing maximum disruption, and most flights will be **subject to** long delays.

Problems may **stem from** the fact that a new computer isn't always fully **compatible with** existing equipment, and people may have to learn to **live with** this.

Some of the workers remain stubbornly **resistant to** change, but they are no longer **representative of** the majority, who now seem **reconciled to** the new proposals.

The way these women are **dependent on** their husbands, and still **subservient to** them, is **reminiscent of** life in the 19th century.

Glossary

embark on sth	start to do sth new or difficult.
intent upon/on sth	determined to do sth.
subject to sth	likely to be affected by sth, especially sth bad.
stem from sth	be the result of sth.
compatible with sth/sb	able to be used with sth or exist with sb without causing problems.
live with sth	accept an unpleasant situation.
resistant to sth	opposed to sth and trying to stop it happening.
representative of sth/sb	typical of a particular group or thing.
reconciled to sth	able to accept a bad situation that you cannot change. SYN **resigned to sth.**
dependent on sb/sth	needing sb/sth in order to survive or be successful.
subservient to sb	always obeying sb and doing what they want.
reminiscent of sth/sb	tending to remind people of sth/sb.

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Language
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3 Match 1–6 with a–f.

1 He's a representative …
2 The times are subject …
3 They plan to embark …
4 The two are not compatible …
5 He is still intent …
6 The difficulties stem …

a on a new venture.
b with each other.
c upon winning the competition.
d of the group.
e from the earlier injury.
f to change.

4 Complete the dialogues with a suitable word.

1 Would you say he's typical? ~ Yes, he's fairly ______ of the group.
2 Does he need Marion? ~ Yes, he's completely ______ on her.
3 Does she do whatever he tells her? ~ Yes, she's totally ______ to him.
4 Do they accept the changes? ~ I think they're ______ to them now.
5 He's determined to succeed, isn't he? ~ Yes, he seems ______ on pursuing his goals.
6 Are the trains running on time yet? ~ No, they're still ______ to delays.
7 He can't change his situation, can he? ~ No, he'll just have to ______ with it.
8 They hate any kind of change. ~ Yes, they're extremely ______ to it.
9 Why don't they get on with each other? ~ It ______ from a row they had ages ago.
10 It's quite a strange piece of music. ~ Yes, it's ______ of 1980s rock music.

77 I can use prepositional phrases

A A range of prepositional phrases

A Did she get the job **on merit**?
B Yes, **on balance** she was the right choice.

A The journey must have been boring.
B **On the contrary**, it was fantastic!

A **On reflection** I wish we'd stayed in London.
B Yes, I wouldn't have moved **by choice**.

A She rings me every day **without fail**.
B She must be very keen on you!

A Do you have to travel **at short notice**?
B Yes, I get a call and have to leave **at once**.

A Is that a new camera?
B Yes. I got it **in exchange for** my TV.

A There's a job going at the studios.
B Yeah, Basil mentioned it **in passing**.

A I can't be bothered to cook.
B Well, **at the very least**, have a burger.

Glossary

on merit according to how good sb is, and for no other reason.

on balance after considering all the facts. SYN **all things considered**.

on the contrary used for emphasizing that sth is true even though it is the opposite of what has been suggested.

on reflection after thinking carefully about sth.

by choice as a thing you have chosen.

without fail 1 always. 2 When you tell sb to do sth **without fail**, you are telling them they must do it (*Be home by 10.00 **without fail**!*).

at short notice with very little warning (also **at a moment's notice**).

at once immediately. SYNS **right away**, **straightaway**.

in exchange for sth If you give sb sth **in exchange for** sth, you give them sth and they give you sth of a similar value or type.

in passing If you say sth **in passing**, you say it while you are talking about sth else.

at the very least as an absolute minimum.

1 Circle the correct word.

1 He came in / at a moment's notice.
2 On / In balance, that's the best one.
3 She mentioned it on / in passing.
4 He comes every day without fail / failing.
5 She got the job in / on merit alone.
6 We have to leave right way / away.
7 No, on / in the contrary, we loved the show!
8 She got it in exchange / change for a favour.

2 Complete the sentences using words from left and right.

at	on	at	by	once	fail	exchange for	balance
without	on	at	in	the very least	choice	short notice	reflection

1 I drive to work, but I'd never do it .... if I could avoid it.
2 You should take the dessert out of the freezer and serve it ....
3 I thought I understood it, but .... I realized it was more complicated.
4 They should give me my money back or .... offer to exchange the shoes.
5 We're offering her a free room in our house .... looking after our child.
6 I need you to finish this project by tomorrow morning, ...
7 It may be difficult to find someone to do the job .... , but we'll try.
8 I would say that, ... , the best thing is to do nothing for the moment.

B More phrases

GOVERNMENT **OUT OF TOUCH WITH** PUBLIC MOOD

Road named **in honour of** Nelson Mandela

Giant insurance firm **under investigation** for fraud

GENE THERAPY TRIAL **ON HOLD**

Statue unveiled **in memory of** Mother Theresa

Couple found **in possession of** cocaine

New shopping centre **under construction**

Traffic flow improved **by means of** better public transport

UNIONS WORK HARD TO KEEP GOVERNMENT **IN OFFICE**

Film release delayed **out of respect for bereaved** family

Glossary

out of touch (with sth)	no longer having recent knowledge or information about sth. OPP **in touch** (also **out of luck**, **out of sight**).
in honour of sb/sth	in order to show respect and admiration for sb or sth.
giant	(of a company) very large and successful.
on hold	delayed until a later time or date.
in memory of sb/sth	in honour of, and to remind people of, sb who has died.
in possession of sth	FML having or holding sth.
by means of sth	FML with the help of sth.
in office	in a position of authority, especially in government (also **in power**, **in danger**, **in trouble**).
out of respect (for sb)	because of consideration and respect felt for sb.
bereaved	If sb is **bereaved**, a close friend or relative has recently died.

spotlight *under*

Under can mean 'in the process of something', e.g.: **under investigation** (= in the process of being investigated), **under discussion**, **under construction**, **under attack**.

3 Tick the words which are possible. One, two, or three my be possible.

1 The government has been *in power* ☐ *out of touch* ☐ *in office* ☐ for years.
2 Following the attack, several men are now *under investigation* ☐ *under suspicion* ☐ *on hold*.
3 The suspect was found *in possession of* ☐ *by means of* ☐ *in honour of* ☐ stolen goods.
4 I attended the ceremony *in honour of* ☐ *out of respect for* ☐ *in memory of* ☐ those who died.
5 She is *in touch* ☐ *out of luck* ☐ *out of sight* ☐ with the feelings of the general public.

4 One word is missing from each line. What is it, and where does it go? Write it at the end.

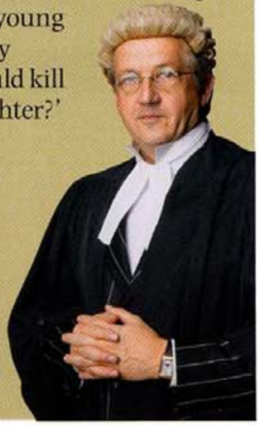
1 We have had to put our holiday plans on for the moment because of work. ....
2 Out respect for the bereaved family, hundreds turned up at the funeral. ....
3 I'm afraid I can't help as I'm really out of with this area of research. ....
4 The demonstrators will be in serious if the army starts to attack them. ....
5 The multi-storey car park has been construction for six months. ....
6 He works for a engineering company; it's a multinational and doing very well. ....
7 She opened the can by of a special device designed for the disabled. ....
8 We caught a glimpse of the rabbit before it ran of sight into the bushes. ....

Remember to test yourself

78 I can use a range of adjectives

A Synonyms and opposites

Marcus Campion was nearing the end of a **distinguished** career. He was a man of **exceptional** talent, and had been one of the most **eminent** lawyers of his generation, but he felt **perplexed** and uneasy as he considered his latest case. 'This Mabbutt is a **bizarre** character I'll admit, and his story is somewhat **implausible**,' remarked Campion to his army of admiring young colleagues. 'But is it really **conceivable** that he could kill his young wife and daughter?' Campion had defended **wicked** men in the past, but now the prospect of it made him feel quite **dejected**. He sat down with a heavy heart. ¶



Glossary

distinguished successful, and admired and respected by others. SYN **illustrious**.
exceptional unusually good. SYN **outstanding**.
perplexed confused because you are unable to understand sth. SYNS **puzzled**, **baffled**.
bizarre very strange and unusual. SYN **weird**.
implausible not reasonable or likely to be true. OPP **plausible**. (A **convincing** story makes you believe it is true. OPP **unconvincing**.)
conceivable able to be imagined or believed; possible. OPP **inconceivable**.
wicked bad and morally wrong. SYN **evil**.
dejected unhappy and depressed. SYN **despondent**.

spotlight **Fame**

Someone who is **eminent** is famous and respected, often for being good at a profession. If someone or something is **notorious**, they are well known for being bad (e.g. *a **notorious** criminal*). SYN **infamous** FML.

1 Circle the correct word(s). Sometimes both words are correct.

1 No one knows why he made that decision. We were all rather dejected / perplexed.
2 After the mistakes we've made, it's conceivable / inconceivable we'll lose the election.
3 It was an unusual story, but it sounded quite plausible / convincing.
4 Al Capone was a notorious / an infamous American gangster.
5 I couldn't tell you what the film was about; it was exceptional / bizarre.
6 Two of my uncles had illustrious / distinguished careers in the navy.

2 Write the answers.

1 a synonym for *infamous* ....
2 a synonym for *evil* ....
3 the opposite of *convincing* ....
4 a synonym for *perplexed* ....
5 the opposite of *conceivable* ....
6 a synonym for *weird* ....
7 the opposite of *plausible* ....
8 a synonym for *dejected* ....
9 a synonym for *illustrious* ....
10 a synonym for *outstanding* ....

3 Complete the words in the sentences.

1 He was a w.......... man and responsible for the death of many innocent people.
2 She looked very d.......... when I saw her this morning, after the defeat yesterday.
3 She's an e.......... scientist as well as being a well-known writer.
4 I was completely b.......... by his directions; I couldn't understand them at all.
5 He played an o.......... game – he was easily the best player on the pitch.
6 There's a b.......... story in the paper about a man who lives underwater.

Remember to test yourself

B Adjectives easily confused

Adjective	Example	Meaning
concluding **conclusive**	*It's in the **concluding** chapter.* *Do we have **conclusive** proof?*	(of the final chapter/section of sth) ending. showing sth to be definitely true.
tasteful **tasty**	*The room was very **tasteful**.* *The soup was very **tasty**.*	(especially of clothes, furniture, etc.) attractive and of good quality. having a pleasant taste (**tasteless** is the opposite of **tasty** and **tasteful**).
naked **nude** **bare**	*The child was almost **naked**.* *She posed as a **nude** model for Picasso.* *They walked in **bare** feet.*	not wearing clothes. used to talk about the naked human form in art (**in the nude** = naked). (of a part of the body) not covered by clothes (**bare head/arms/legs**).
exhausted **exhaustive**	*He was **exhausted** after the run.* *It's an **exhaustive** investigation.*	extremely tired. SYN **worn out**. extremely thorough and complete.
comprehensive **comprehensible** SYN **intelligible**	*They gave me a **comprehensive** list of hotels in the area.* *It's a clear and **comprehensible** document.*	including all or almost all the facts or details that may be necessary. able to be understood. OPPS **incomprehensible**, **unintelligible**.
invaluable **worthless**	*Her advice was **invaluable**.* *That vase is **worthless**.*	very useful or valuable. having no worth or value. SYN **valueless**.
childlike **childish**	*He has a **childlike** enthusiasm.* *Her behaviour is very **childish**.*	APPROVING having qualities typical of a child. DISAPPROVING behaving in a silly way.
negligent **negligible**	*They have proved that the doctors were **negligent**.* *The damage was **negligible**.*	FML not taking enough care over sth you are responsible for. so small as to be of no importance.

4 Correct the mistakes. Three sentences have no mistakes.

1 In some countries women can't walk around with naked arms. ....
2 She was crying just because she lost her pen. That's a bit childlike, isn't it? ....
3 Police have carried out an exhaustive search for the missing girl. ....
4 He wouldn't give me any money for it – he said it was invaluable. ....
5 The police found a nude body in the lake. ....
6 The fish dish was very tasty. ....
7 Someone has scratched the side of my car, but the damage is negligent. ....
8 He used naked models in many of his paintings. ....
9 We were completely worn out after all that gardening. ....

5 Complete the adjective in each sentence.

1 They've done some research but we'll have to wait for a more *comp*............ study.
2 She still has a *child*............ quality about her, which is lovely.
3 There is no *concl*............ evidence that Parker was at the scene of the crime.
4 They carried out an *exhaust*............ study into the causes of the disaster.
5 All the decor was very *tast*............ and it created a charming atmosphere.
6 The heroine gets killed in the *concl*............ chapter of the book.
7 Anyone could follow her instructions: they were clear and *comp*............ .
8 They found that one of the police officers was *negli*............ in his duties.

79 I can **use different types of adverb**

A Commenting

A I can't believe that Martin still commutes to London every day: it's an awful journey.

B I know. But **apparently** he really likes his job. And **presumably** he earns a lot more working in London.

A Yeah, I guess so. But **ultimately** I think he does it for his career, not the money.

B Well, **to be perfectly honest**, I think he's mad.

A Yes, it's **obviously** not what we would choose. You want to be able to spend time with your family, **naturally**, and I wouldn't commute to London because … well, **basically** I'm too lazy. But Martin's different. His career means **practically** everything to him.

B True. But **strangely enough**, he wasn't all that ambitious when we were at school.

Glossary

apparently	according to what you have heard or read. SYN **evidently**.
presumably	used to say that you think sth is probably true.
ultimately	finally, when everything has been considered.
to be (perfectly) honest	used when saying what you really think about sth. SYNS **frankly**, **personally**.
obviously	used when giving information that you expect other people to know already or agree with. SYN **clearly**.
naturally	used to say that sth is normal and not surprising. SYN **of course**.
basically	used when giving the most important fact. SYN **essentially**.
practically	almost. SYN **virtually**.
strangely (enough)	used to show that sth is surprising. SYNS **oddly/curiously (enough)**.

1 Replace the underlined word(s) with another word or phrase that keeps the same meaning.

1 Sharon rang a couple of minutes ago. Apparently, the others missed the train. ______
2 They said the restaurant was always busy, but surprisingly it was almost empty. ______
3 Virtually all the shops were closed when I got into town. ______
4 He promised to come, but I would think that he'll turn up later. ______
5 We got there early essentially because we weren't sure when it started. ______
6 I got her a ticket but, to be perfectly honest, I don't think she's interested. ______

2 Complete the sentences with a suitable word or phrase.

1 I know he won't be happy, but f______ I don't care what he thinks.
2 A______ we can't get tickets until tomorrow. That's what he told me.
3 We can all say what we think, but u______ it's your decision.
4 There are eight of us, so o______ we'll need two cars.
5 We're both chefs, so n______ we talk about food quite a lot.
6 I usually feel nervous before I give a talk, but c______ e______ I felt fine today.

Remember to test yourself

B Stating a perspective or viewpoint

Word	Example	Meaning
commercially	***Commercially**, the film was a flop, but I really enjoyed it.*	= from the point of view of sales or profit. SYN **financially**. **commercial** ADJ.
traditionally	***Traditionally** it was men who went out to work, but that's changing.*	= according to past custom. **traditional** ADJ.
logically	***Logically**, we should consult a lawyer if there is a legal problem.*	= if we are to act sensibly and with sound reasons. **logical** ADJ. **logic** N.
socially	***Socially**, it's good for children to mix with other kids in a playgroup.*	= from the point of view of making friends. **social** ADJ.
realistically	***Realistically**, people won't give up their cars unless public transport is greatly improved.*	= if we are sensible about what can be achieved, we have to conclude that ... **realistic** ADJ.
officially	***Officially**, we can't go in until 10 a.m., but they might open earlier.*	= according to the rules, or what we have been told. OPP **unofficially**.
indirectly	*The changes aren't aimed at us, but we will be affected **indirectly**.*	= as an additional effect or consequence. OPP **directly**.
technically	***Technically** her performance was very good, but I didn't personally enjoy it.*	= from the point of view of her technical skill. **technical** ADJ. **technique** N.
physically **mentally**	***Physically** the work isn't difficult ... ... but **mentally** it's very tough.*	= considering the effect on the body. = considering the effect on the mind.
theoretically	***Theoretically** we could still lose the championship.*	used to say that sth could possibly happen or be true, but is unlikely.
as far as sth **is concerned**	***As far as** money is **concerned**, we can manage.*	used to give facts or an opinion about an aspect of sth.

spotlight ***... speaking***

This word can be added to some adverbs when an area of activity is being defined.
*Technically **speaking**, he was good.* *Financially **speaking**, it was a disaster.*

3 Replace the underlined words with a single adverb.

1 According to the rules, nobody is allowed in without a ticket. ....
2 In terms of the profit we made, the festival was a great success. ....
3 In terms of what we can actually achieve, 80 per cent is probably the maximum. ....
4 For the good of society this legislation will bring considerable improvements. ....
5 In terms of technique, she is very competent. ....
6 It's reasonable and sensible that the money should be divided between her sons. ....
7 It is possible that we could work on Sunday, but we'd be exhausted. ....
8 It's the custom that the festival is held on the last weekend in May. ....

4 Complete the sentences with a suitable word or phrase.

1 As far as the environment is ...., it could be very damaging.
2 Physically the job is quite easy but .... it demands a lot of concentration.
3 The job cuts are in a different department but they will affect us ....
4 He's a natural athlete, but technically .... he still has a lot to learn.
5 .... children sing songs outside people's homes. It happens every year.
6 .... money is concerned, it's been quite successful.

Remember to test yourself

C Adverbs with different or overlapping meanings

I worked in the tax office **briefly**, but it seemed like **forever**.

I don't know **precisely** how it happened, but I could see she was **truly** sorry about it.

She said she did it **purely** to get experience, but it wasn't **strictly** true.

The restaurant is **invariably** full, but it's **primarily** for tourists.

It wasn't **simply** *my* fault; we're both **equally** responsible.

Things have changed **somewhat** since I was there, but it's still **relatively** unspoilt.

Glossary

briefly 1 for a short time. 2 in a few words (*he explained* ***briefly***).
forever for a long time; for all time (*nothing lasts* ***forever***).
purely completely and only (**purely by chance**). SYN **simply**.
strictly exactly and completely (also used to emphasize that sth must happen in all circumstances: *Smoking in the lift is* ***strictly*** *prohibited*.).
simply just; only (also, absolutely: *He was* ***simply*** *brilliant*.).
equally to the same degree (also used to introduce a second point which is as important as the first).
precisely exactly and correctly (also used to emphasize that sth is very true or obvious: *He's very young; that's* ***precisely*** *why he needs my help*.).
truly sincerely (also used to emphasize a particular quality: *a* ***truly*** *remarkable man*).
invariably used to emphasize that sth is always true or always happens.
primarily mainly. SYNS **chiefly**, **predominantly**.
somewhat fairly; quite (can be used after a verb or before an adjective).
relatively to a fairly large degree in comparison with sth else.

5 Tick the correct word(s). More than one may be correct.

1 It was *relatively* ☐ *strictly* ☐ *somewhat* ☐ unusual, but not that strange.
2 She studies physics *simply* ☐ *equally* ☐ *purely* ☐ because she enjoys it.
3 I'm not sure she is being *strictly* ☐ *precisely* ☐ *equally* ☐ honest.
4 It's not a huge place but it's *invariably* ☐ *relatively* ☐ *precisely* ☐ big.
5 He spoke *relatively* ☐ *briefly* ☐ *chiefly* ☐ about his childhood.
6 I'm always punctual, but she's *precisely* ☐ *invariably* ☐ *primarily* ☐ late.
7 His voice is *simply* ☐ *predominantly* ☐ *truly* ☐ remarkable.
8 Camping here is *truly* ☐ *somewhat* ☐ *strictly* ☐ forbidden.

6 Complete the sentences with a suitable adverb.

1 She's worked all over the world, but ………… in North and South America.
2 I'm unlucky with the weather. It ………… rains when I go on holiday.
3 She came to stay with us ………… last year; just for a few days.
4 I don't like getting there too early, but ………… I don't want to be late.
5 She's doing well now, but her success won't last ………… .
6 I was ………… sorry to hear about her mother's accident.
7 Pavel knows ………… what we need, so he's getting everything.

Remember to test yourself

80 I can **use euphemisms**

My neighbour's **getting on a bit**; she's **visually impaired** and rather **hard of hearing**. I feel very sorry for her as well because her husband **passed away** recently and she had to have her cat **put to sleep**.

There's more talk of **downsizing** at work. If I were the boss, I'd **let** Godfrey **go**; he's **not exactly bright** – and I've seen him **helping himself to** the office stationery.

It says here that two soldiers were injured during a **friendly fire** incident. There's nothing 'friendly' about it – just another of those terrible euphemisms, like '**collateral damage**'.

spotlight **Euphemisms**

A **euphemism** is a mild or less direct word or phrase that people use to refer to something embarrassing or unpleasant, sometimes to make it seem more acceptable than it is, e.g. *I don't know what I'd do* ***if anything happened to him*** (= if he died). Euphemisms often refer to death, war, age, and sex.

Glossary

getting on (a bit) INF (of a person) quite old.
visually impaired having poor eyesight.
hard of hearing unable to hear very well.
pass away die. SYN **pass on.**
put sth to sleep kill a sick or injured animal with drugs so that it dies without pain. SYN **put sth down.**
downsizing the dismissing of employees to reduce costs. **downsize** v.
let sb go dismiss sb or make them redundant.
not exactly bright a way of saying that sb is unintelligent (also **not exactly clever/practical**, etc.).
help yourself to sth DISAPPROVING steal sth.
friendly fire If sb is killed or injured by **friendly fire**, they are hit by a bomb or weapon fired by their own side.
collateral damage death or injury to ordinary citizens, and possibly damage to buildings as well, during the course of a war.

1 Complete the dialogues.

1 Was it a ______ ______ incident? ~ Yes, hit by weapons from our own side.
2 She's hopeless at housework. ~ Yes, she's not exactly ______, is she?
3 Did he catch what you said? ~ No, I think he's a bit ______ of ______.
4 Will he lose his job? ~ Yes, they'll have to ______ him ______.
5 Is your grandmother still alive? ~ No, she ______ ______ two years ago.
6 There's not much money left. ~ No, I think Eric's been ______ himself to it.
7 Was the dog badly injured? ~ Yes, I'm afraid they had to ______ it to ______.
8 He can't see very well, can he? ~ No, he's visually ______.

2 Rewrite the sentences using the words in capitals. Make any necessary changes.

1 Did she just take a couple of pens? HELP ______
2 The company is cutting the number of workers. DOWNSIZE ______
3 The animal was killed by the vet. DOWN ______
4 My dog Barty is very stupid. CLEVER ______
5 The president's pretty old. ON ______
6 There were many killed and injured in the bombing. COLLATERAL ______

Remember to test yourself

Review: Aspects of language

Unit 74

1 Cross out the wrong answer or answers.

1 I think he was mis............................ .

a) informed b) advised c) understood d) diagnosed

2 The children were under............................ .

a) advantaged b) nourished c) privileged d) fed

3 It's an anti-............................ march.

a) drugs b) racism c) war d) virus

4 The two things are inter............................ .

a) dependent b) similar c) related d) place

5 I think she was ill-............................ .

a) handled b) advised c) treated d) prepared

A Z **more words**: *ill-conceived, interlinked, misquote, demobilize, overexpose, oversubscribed, relaunch, reinstate, reinvest*

Unit 75

1 Rewrite the sentences using the word in capitals with an appropriate suffix. The meaning must stay the same.

1 The hurricane is getting stronger as it heads towards land. INTENSE

....

2 You don't have to pay tax on this income. TAX

....

3 This kind of vegetation is typical of the region. CHARACTER

....

4 The building contains a system which removes pollution from the air. PURE

....

5 You can't hear a thing outside the studio. SOUND

....

6 He needs to give a better explanation of his intentions. CLEAR

....

7 If you leave that in the sun, it'll just go hard. SOLID

....

8 The plan I've devised can't possibly go wrong. FOOL

....

A Z **more words**: *institutionalize, harmonize, rationalize, liquidize, vilify, magnify, falsify*

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Unit 76

1 Complete the sentences with a suitable preposition.

1 In your country, are children largely subservient ______ their parents? ______
2 Do most drivers show a total disregard ______ the speed limit? ______
3 What would you like to see a ban ______ in your country? ______
4 Do parents usually have a firm control ______ their teenagers? ______
5 Are most people resistant ______ advice on healthy eating? ______
6 Do people in your country generally have an aptitude ______ languages? ______
7 Do many people embark ______ a new career in middle age? ______
8 Do you agree that there is no substitute ______ hard work? ______

2 ABOUT YOUR COUNTRY Write your answers, or ask another student.

AZ more words: *allegiance to sb/sth, craving for sth, safeguard against sth, proportionate to sth, susceptible to sth, settle for sth*

Unit 77

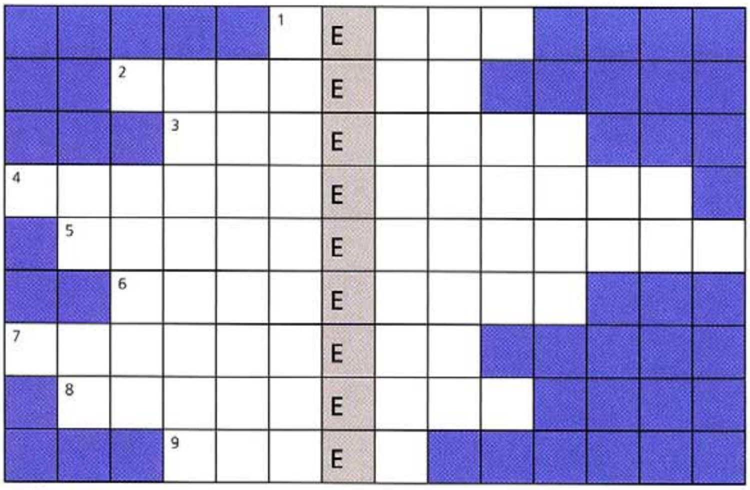
1 Cross out the noun which does not follow the preposition at the beginning.

1 *on:* balance / passing / merit / reflection
2 *at:* once / choice / short notice / the very least
3 *in:* the contrary / office / power / possession of
4 *out of:* respect / sight / luck / discussion
5 *under:* suspicion / danger / investigation / attack

AZ more words: *on* **account** *of, out of* **action**, *in* **accordance** *with, on* **hand**, *out of* **bounds**, *under* **duress**, *off the* **subject**

Unit 78

1 Complete the crossword.



1 bizarre
2 famous and respected in a professional capacity
3 unhappy and depressed
4 impossible to imagine or believe
5 including all or most of the facts or details necessary
6 lacking flavour
7 failing to take enough care over something you are responsible for
8 baffled
9 not wearing clothes

AZ more words: Use the synonyms feature boxes in the *Oxford Advanced Learner's Dictionary*, and look at: *artificial, dirty, exciting, nervous, serious, wrong.*

Unit 79

1 Use adverbs from the box to complete the sentences.

invariably	indirectly	officially	purely	apparently	briefly	virtually	ultimately

1 I met her ______ by chance outside the hairdresser's.
2 People who play chess are ______ good at logic puzzles.
3 She spoke ______ about her father, but I was disappointed. I wanted to hear more.
4 The outcome of the election is ______ certain; the polls give Lawson a 20 per cent lead.
5 The rise in interest rates is bound to affect us, at least ______ .
6 He had a difficult choice to make but, ______ , it was his decision and his alone.
7 I thought she had spread the rumour but ______ it was nothing to do with her.
8 He got us into the concert free, but ______ we should have paid.

2 Tick the best sentence ending. In some cases, both may be correct.

1 I'd invited too many people, and realistically
 a I should have realized that ☐.
 b I rang and told some not to come ☐.
2 The evening was freezing, but oddly enough
 a I took my coat ☐.
 b I hardly noticed ☐.
3 There wasn't enough food, but frankly
 a it was too late to do anything ☐.
 b I didn't care ☐.
4 Sue has a son, so naturally
 a I invited him too ☐.
 b she brought him ☐.
5 The guests were predominantly
 a from my neighbourhood ☐.
 b late arriving ☐.
6 By midnight I was practically
 a doing the washing up ☐.
 b asleep ☐.

AZ more words: *undoubtedly, ostensibly, supposedly, outwardly, numerically, overtly*

Unit 80

1 Complete the dialogues, explaining the literal meaning of the euphemisms. Look at the example first.

▶ He's getting on a bit. ~ You mean he 's quite old .
1 She's not exactly bright. ~ You mean she ______ .
2 He's visually impaired. ~ You mean he ______ .
3 The company are downsizing. ~ You mean they ______ .
4 They were hit by friendly fire. ~ You mean by ______ .
5 The cat has been put to sleep. ~ You mean it ______ .
6 He's a bit hard of hearing. ~ You mean he ______ .
7 I think she helped herself to the money. ~ You mean she ______ .
8 There's been some collateral damage. ~ You mean some ______ .

AZ more words: *put sb/sth out of their* ***misery***, ***do*** *sb in, men's/ladies' (room), in the* ***family*** *way,* ***throw*** *up, give up the* ***ghost***

Vocabulary building

The related forms of many words are included within the glossaries in the individual units (to find them, use the word list on pages 236–56). Other related forms are included in the tables below. The items in bold are all taught in the book, and the related forms all have a closely related meaning.

1 Adjectives and nouns

ADJECTIVE	NOUN
addicted	addiction, **addict**
additional	addition
alien, alienated	alienation
anonymous	**anonymity**
aromatic	**aroma**
attentive, inattentive	**attention**
bereavement	**bereaved**
blunt	bluntness
chaotic	**chaos**
compatible, incompatible	compatibility, incompatibility
concise	conciseness
cruel	cruelty
discreet, **indiscreet**	discretion, indiscretion
distracted	distraction
ecstatic	ecstasy
elated	elation
faithful	**faith**
familiar, unfamiliar	familiarity
flammable/inflammable	**flame**
hysterical	hysteria
jubilant	jubilation
neutral	neutrality
normal, **abnormal**	normality, abnormality
notorious	notoriety
nude	nudity, **nude**
precise	**precision**
proportionate	**proportion**
ruthless	ruthlessness
scandalous	**scandal**
secretive	secrecy, **secret**
snobbish	snobbery, **snob**
spiritual	**spirit**
subservient	subservience
subtle	subtlety
transparent	transparency
trivial	triviality
visible, **invisible**	visibility, invisibility
wicked	wickedness

2 Verbs and nouns

VERB	NOUN
accomplish	accomplishment
acquire	acquisition
allocate	allocation
compile	**compilation**
confront	confrontation
contribute	**contribution**, contributor
desert	desertion
detain	detention
detect	detection
distort	distortion
divert	diversion
embark	embarkation
impose	imposition
indulge	indulgence
photocopy	**photocopier**
proceed	**procedure**
propose	proposal, proposition
pursue	pursuit
reassure	reassurance
substitute	**substitute**, substitution
subtract	subtraction
suppress	suppression

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3 Nouns, verbs, and adjectives

NOUN(S)	VERB	ADJECTIVE
accumulation	**accumulate**	cumulative
adjustment	**adjust**	adjustable
appreciation	**appreciate**	appreciative
association	associate	**associated**
authenticity	authenticate	**authentic**
bend	**bend**	bent
comparison	**compare**	**comparable**, comparative
control	control	controlled, uncontrolled
description	**describe**	descriptive, **indescribable**
disruption	**disrupt**	**disruptive**
exhaustion	exhaust	**exhausted**
exploration	**explore**	exploratory
exposure	**expose**	exposed
favour	**favour**	favourable, unfavourable
flirt (person)	**flirt**	flirtatious
forgiveness	**forgive**	forgivable, **unforgivable**
inclusion	**include**	**inclusive**
indication	**indicate**	indicative
intrusion	**intrude**	intrusive
justification	**justify**	**justifiable**, justified
mixture	**mix**	mixed
opposition	oppose	**opposed,** opposing
possession	possess	possessive
provocation	**provoke**	provocative
purification	**purify**	**pure**
puzzle	**puzzle**	**puzzled**
quantity	**quantify**	quantifiable
reinforcement	reinforce	**reinforced**
reminiscence	reminisce	**reminiscent**
retaliation	**retaliate**	retaliatory
stimulation	**stimulate**	stimulating
symbolism, symbol	**symbolize**	symbolic

Answer key

Unit 1

1 1 D 2 S 3 S 4 D 5 D 6 D 7 S 8 S

2 1 ambiguity/ambiguities
2 precision
3 synonymous
4 interchangeable
5 interpretation
6 self-explanatory

3 1 literal
2 figurative
3 making
4 *Both answers are correct.*
5 sarcasm
6 mocked
7 ironic
8 *Both answers are correct.*

4 1 disapproving
2 literary
3 made
4 slang, current, dated/old-fashioned
5 pejorative/derogatory
6 figuratively

Unit 2

1 1 second thoughts
2 on my mind
3 get out of
4 believe this
5 flying
6 two minds
7 ulterior
8 tied up

2 1 crawling
2 thick
3 sweet
4 tied up
5 dawned

3 1 How did you **get** him …
2 keep you **going** until …
3 that will **make** it …
4 fishing that **brought** people …
5 it won't **keep** after tomorrow
6 to **put** them into words
7 that will **do** for …

4 1 brings
3 get
3 come
4 leave
5 do
6 keep
7 make
8 leave
9 get
10 push

Unit 3

1 1 cut
2 barbed
3 expectancy
4 pin
5 clips
6 polish
7 spare
8 passer

2 1 licence
2 kin
3 fancy
4 rhymes
5 weekend
6 certificate
7 fruit/slot

4 built-up, worn out, thick-skinned, panic-stricken, narrow-minded, bad-tempered

5 1 narrow-minded
2 last-minute
3 tongue-tied
4 single-minded
5 off-putting
6 broad-minded/open-minded

6 *Possible answers:*
1 Were there many dropouts?
2 There was a five-mile tailback.
3 It was a setback (for him) when he failed the exam.
4 We had a two-hour hold-up.
5 There was a breakdown on the motorway.
6 It was awful after the break-up.
7 What was the turnout?
8 The outbreak of war was inevitable.

7 1 turnout
2 write-off
3 let-down
4 break-up
5 tailbacks
6 outlay

Unit 4

1 1 go out, spread, die down
2 light, put out
3 catch, fire, burst, go up

2 1 caught
2 broke
3 spread
4 burst
5 on
6 put it out
7 setting

3 1 gone out
2 die down
3 went out
4 put, out
5 broke out
6 burst into
7 forest
8 spreading

5 1 considerable
2 principal
3 widespread
4 fierce/widespread
5 utter
6 classic

6 1 honour
2 faces
3 summary
4 effort
5 criticism
6 chaos
7 accent
8 escape

7 1 Torrential
2 gale-force
3 utter/total
4 considerable/great
5 concerted
6 main/principal
7 extensive/widespread
8 fierce/strong/widespread

8 *These words are not correct:*
1 c 2 a 3 c 4 b 5 a

9 1 eyesore, entirely
2 holds, take
3 made
4 settle, back
5 such thing
6 reached, entirely
7 prospect
8 offence, reach

Unit 5

1 1 reflect (4)
2 absorbed (1)
3 counted (2)
4 absorb (3)
5 count (1)
6 reflected (1)

2 1 shrugged
2 owes
3 raised
4 favour
5 nodded
6 circumstances
7 stamped

3 1 We could see our faces reflected **in** the water.
2 She proposed **that we** leave the children behind. OR She proposed **leaving** the children behind.
3 You can take dogs into shops in certain circumstance**s**.
4 There were ten people there, **not** counting the two of us.
5 He proposed **taking** the car. OR He proposed **that we** take the car.
6 I'll need to reflect **on** what he said.

4 1 count myself lucky
2 in favour of
3 under the circumstances
4 reflected badly on everyone

5 *The correct prepositions are:*
1 conducive **to** sth
2 fraught **with** (danger)
3 devoid **of** sth
4 immune **to** sth

Unit 6

1 1 reputable
2 inclusive
3 inexplicable
4 comparable
5 inexcusable
6 uneventful
7 apologetic
8 indescribable

2 1 They excel at/in sport.
2 I think he was a worthy winner.
3 The party was uneventful.
4 The flat is unfurnished.
5 The trip was pointless.
6 It's an interesting vase but it's worthless.
7 The movement has a large following.
8 There is increasing recognition of its value. OR People increasingly recognize its value.

3 1 housing
2 noticeable
3 apologetic
4 inclusive
5 unforgivable/inexcusable
6 pointless
7 following
8 furnished

4 1 finalize
2 excel
3 emotive
4 handling
5 pointless
6 mistook
7 comparable
8 heartless

6 1 to **keep** himself
2 defend **myself**
3 origin **of**
4 **make** the confession
5 assured **me/him/us, etc.** it would
6 commit **himself**

7 *Possible answers:*
1 Where did this originate?
2 I want to simplify the procedure.
3 There is a lot of alcohol abuse. OR Alcohol abuse is very common.
4 Does the research give us an/any/some indication of a link?
5 He's got to make a commitment.
6 Did she make a confession?
7 The boy suffered racial abuse.
8 I was surprised at the severity of the conditions.

Unit 7

1 *Possible answers:*
Frail people are often **doddery** (when they walk).
A **paunch** is a fat **stomach**.
Freckles are on your **skin**.
Hair can be **ginger**.
Chubby means a bit **fat**.
You wear a **brace** on your **teeth**.

2 1 show off
2 getting on for, gorgeous
3 cheeks
4 straighten
5 stick out
6 cute

3 1 true
2 help you
3 positive
4 notice
5 more
6 don't notice
7 better
8 can't

4 1 pay
2 unflattering
3 features
4 hips
5 stripes
6 key
7 draw
8 exaggeration

Unit 8

1 1 B 2 B 3 G 4 G 5 B 6 B 7 B 8 G

2 1 leaping/jumping
2 look out
3 observant
4 display/show
5 misinterpret
6 not necessarily
7 gestures, excessive
8 combination

3 *These words are correct:*
1 make
2 fist
3 stroke
4 arms
5 with
6 someone

4 1 implication
2 flirting
3 leant/leaned, fancied/fancies
4 stubborn/obstinate
5 implies, mind, generalize
6 fiddle

Unit 9

1 1 limping
2 stagger
3 dash
4 galloped
5 chase
6 marched
7 charged/dashed
8 tiptoed/crept

2 1 had a pronounced limp
2 made a dash for cover
3 went for a stroll along the beach
4 broke into a gallop
5 led the charge
6 the car chase

3 1 sluggish
2 Bend
3 supple/agile
4 alternate
5 thought up/devised
6 constant
7 strenuous/arduous
8 recurrent

4 1 constant
2 alternate
3 loosen up / warm up
4 press-ups
5 sprint
6 fear

Unit 10

1 1 beeping
2 rattling
3 squelching
4 slam
5 creak
6 pitched
7 rustling
8 rumbling

2 1 creaks
2 rustling
3 beeping
4 high
5 screeching
6 slamming
7 rumble
8 rattle

3 1 mice squeak
2 owls hoot
3 dogs bark
4 wolves howl
5 dogs growl
6 cocks crow
7 bees buzz

4 1 P 2 N 3 N 4 N 5 P 6 N 7 P 8 N

5 1 roar
2 howling/roaring
3 bark, bite
4 squeaky
5 hooted
6 buzzing

Unit 11

1 1 sight/eyesight
2 discomfort
3 blinking
4 eliminate
5 glare
6 blurred

2 1 Sore, tired or burning eyes are classic symptoms of eye **strain**.
2 If your eyes are dry and **irritated**, try using eye drops.
3 He must be very **short-sighted** because he can't read the dictionary definitions.
4 You should get up and walk about to **ease/alleviate** the problem of back pain.
5 Make a conscious effort to **blink** more often to prevent dry eyes.
6 Whenever I make too much noise in the office, my colleague glares **at** me.

3 1 haze
2 spectacular, breathtaking
3 caught sight of, spotted
4 stand, keep
5 only just, barely
6 came into, disappeared from

4 1 I was only just able to make out the boat on the horizon.
2 As I turned the corner, the house came into view/sight.
3 Those stars are invisible without a telescope.
4 We could only just see the trees through the fog.
5 She eyed me very suspiciously.
6 The thief left the building and vanished into thin air.
7 I caught a glimpse of the thief as he ran out of the building. OR I glimpsed the thief as…
8 We watched the boat until eventually it disappeared from sight.

Unit 12

1 1 P 2 U 3 P 4 U 5 U 6 P 7 P 8 P

2 1 squeeze
2 stimulate
3 stroking
4 slid
5 steadily
6 pinch
7 applied
8 fingertips

3 1 flavour
2 unappetizing
3 pungent
4 musty
5 aroma
6 water
7 nauseating
8 insipid

4 1 appetizing
2 mouth-watering
3 delicate
4 pungent
5 gone off
6 disgusting
7 appetite
8 stench/smell
9 subtle

Unit 13

1 sprain your ankle
high blood pressure
hay fever
upset stomach
nasty rash
dislocated shoulder
splitting headache
itchy scalp
mouth ulcer

2 1 blisters
2 rash
3 diarrhoea
4 itch
5 constipated
6 pulled

4 1 T 2 F 3 T 4 T 5 F 6 T 7 T 8 T

5 1 dose
2 term
3 date
4 aspirin
5 limit
6 effects

6 1 lethargic
2 disorder/upset/ache
3 enclosed
4 expectations
5 persistent
6 discarded

Unit 14

1 1 happy-go-lucky
2 within reason
3 have a go at
4 considerate
5 passion
6 a real chatterbox/ really chatty
7 down-to-earth

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2 1 attribute/quality 2 affection 3 go 4 pretentious 5 spontaneous 6 integrity

3 1 N 2 P 3 P 4 P 5 N 6 N 7 P 8 N 9 P 10 P

4 1 make 2 struck 3 conceited 4 take 5 nose 6 assertive

5 1 conscientious 2 assertive 3 shrewd 4 ruthless 5 trustworthy

6 1 misled
2 distant/stand-offish
3 diffident
4 impulsive/rash
5 cunning
6 deceptive

7 1 virtue, vice 2 sceptical 3 cynical 4 cruel 5 surface, cover 6 traits 7 naivety

Unit 15

1 1 P 2 N 3 N 4 P 5 P 6 N 7 P 8 N

2 lose your temper, over the moon, close to tears, desperately unhappy, hit the roof, go mad

3 1 stunned
2 his temper
3 desperation
4 heartbroken/devastated
5 the roof
6 ecstatic/euphoric/elated
7 tears
8 hysterical

4 1 uneasy 2 reveal 3 suppress 4 vulnerable 5 guarded 6 innermost

5 1 heart
2 wasn't in it
3 gave it away
4 on her sleeve, pent-up
5 heart

Unit 16

1 1 N 2 P 3 N 4 P 5 N 6 P

2 1 complimentary 2 resented 3 hostility 4 sticking 5 inevitably 6 strain 7 tough

3 1 instant 2 up 3 compliment 4 face(s) 5 goes

5 1 He's fully accepted ~~to~~ our decision. –
2 She feels she can confide ~~with~~ me. in
3 I think they all respect ~~for~~ him. –
4 The ~~initially~~ problem was money. initial
5 I regret his ~~reluctant~~ to go. reluctance
6 It took time to ~~hold~~ their respect. gain/win/earn

6 1 How are things? 2 reluctant 3 appreciates 4 Initially 5 accepts 6 respect 7 ups and downs 8 looking up 9 way things are 10 bond, make sacrifices

Unit 17

1 1 courageous 2 humble 3 bravery 4 inspirational 5 dignity 6 idolize

2 1 I looked up to my father.
2 I want to follow in his footsteps.
3 Why did she have a go at him?
4 He dedicated himself to helping the poor.
5 She was my inspiration.
6 He was Paula's idol/hero.

4 1 hypocritical 2 rebellious 3 idealistic 4 malicious 5 spiteful 6 despicable

5 1 snob 2 gossip 3 rebel 4 bully 5 idealist 6 hypocrite 7 vulgar/coarse/crude

Unit 18

1 peer pressure, nature or nurture?, play a part, broken home, deprived childhood, a beneficial effect

2 1 P 2 P 3 N 4 N 5 P 6 N

3 1 home 2 deprived 3 pressure 4 nature 5 impact 6 model 7 part 8 incentive

5 1 set 2 kick up 3 make 4 pull 5 do 6 lay down

6 1 threatening
2 on and on (about them)
3 nagging
4 a mess
5 gave in / capitulated
6 unappealing

Unit 19

1 1 inoffensive 2 courteous 3 etiquette 4 perceive 5 downwards 6 chopsticks

2 1 customary
2 frowned
3 manners
4 viewed
5 considered
6 Customs
7 regarded, respectful
8 offensive
9 discourteous/disrespectful
10 etiquette

4 1 ~~put his foot in it~~
2 *All three are possible.*
3 ~~cheek~~
4 ~~her foot in it~~
5 *All three are possible.*
6 ~~comments~~, ~~disgrace~~
7 *All three are possible.*
8 ~~an insolence~~

5 1 class
2 manners
3 behaviour
4 foot
5 put
6 downright
7 remark/comment
8 exception
9 taste

Unit 20

1 1 artichoke
2 pomegranate
3 beetroot
4 cinnamon
5 papaya
6 fennel
7 ginger
8 squash
9 almonds
10 radishes
11 lentils
12 bean sprouts

2 1 Raisins and sultanas are types of dried fruit.
2 Sage and coriander are herbs.
3 Almonds and cashews are types of nut.
4 Papaya and passion fruit are tropical fruits.
5 Ginger and cinnamon are spices.

4 cheese grater, lemon squeezer, kitchen scales, food processor, garlic crusher, deep fat fryer

5 1 colander
2 wok
3 corkscrew
4 ladle
5 sieve
6 whisk

6 1 lemon/lime/orange
2 cheese
3 flour
4 rice/fish/vegetables
5 fruit, vegetables, meat, bread, etc.
6 meat and some vegetables

7 1 grapes
2 chickens
3 fish
4 bread
5 cheese
6 pear
7 cake
8 nut

8 1 made a meal of it
2 to have his cake and eat it
3 chalk and cheese
4 eat my words
5 a fish out of water
6 fishy/a bit fishy (to me)

Unit 21

1 1 streets
2 wander
3 easy
4 it all
5 track
6 atmosphere
7 around
8 batteries

2 1 undergone
2 flourishing
3 remarkably
4 unique
5 unspoilt
6 remote

3 1 thriving
2 stunning
3 diverse
4 off the beaten track/isolated
5 trek
6 retain
7 unwind/take it easy/chill out
8 restored

4 1 easy
2 remote
3 restoration
4 laze
5 wander
6 cobbled
7 away from it

Unit 22

1 1 edge
2 effects
3 -biting
4 out of
5 twist
6 unanimously
7 adaptation
8 -tingling
9 ghost
10 applaud

2 1 audience
2 brilliant/sensational
3 acclaim
4 cast
5 set
6 phenomenally
7 nail-biting/gripping
8 clapping

3 1 D 2 S 3 S 4 S 5 D 6 S 7 S 8 D

4 1 deadly, stiff
2 clichéd
3 wooden
4 feeble
5 unconvincing
6 rubbish
7 death, mediocre
8 dire

Unit 23

1 1 F 2 F 3 T 4 F 5 T 6 T 7 F 8 T

2 1 round
2 drawn
3 victories
4 draw
5 runners-up
6 got through
7 the rest
8 knocked out

3 1 we **dominated** the first half
2 put us **under** a lot
3 we gave **away** a
4 went **to** pieces
5 let us **down**
6 no **chance** of
7 could be **relegated**

4
1 run
2 chance
3 promoted
4 verge of victory
5 unbeaten this season
6 form
7 on top/dominant

Unit 24

1
1 field
2 site
3 attract
4 copy/imitate
5 obtain/acquire
6 camping site
7 wildlife
8 scenery

2
1 process
2 nest, shed
3 plant, stem, roots
4 countryside
5 seeds
6 cottage, slopes

3 1 B 2 G 3 B 4 B 5 B 6 G

4
1 spade
2 my feet up
3 mow the lawn
4 cut back this bush
5 compost to the soil
6 plant some roses
7 hedge round the field
8 the weeding
9 fertile

Unit 25

1
1 around
2 his
3 focused
4 an
5 from
6 browse

2
1 search of
2 after
3 tag
4 shop around
5 minute/moment
6 on impulse
7 drop
8 off
9 browsing

3 bargain hunting, drug addict, compulsive gambler, crippling debts, shopping spree, leisure pursuit

4
1 heading
2 indulge
3 gadget
4 outweigh
5 outnumber
6 addicted to

Unit 26

1
1 hosts
2 disposable
3 away
4 time-consuming
5 socializes
6 drown out
7 contribution

2
1 laid on
2 beforehand
3 contributed
4 gatecrashers
5 warmed up
6 livened up
7 deafening
8 clearing up

3
1 in company
2 got/was drunk
3 loner
4 do/party tonight
5 awkward
6 warm welcome
7 cliquey
8 accompany you

4
1 join in
2 doubt
3 pop
4 own company
5 get-together/do
6 do/get-together, fancy
7 company
8 clique

Unit 27

1
1 transform
2 amend, adapt, reform
3 restore, revert, reverse
4 evolve, assimilate, transition

2
1 transition
2 restore
3 evolution
4 reversal
5 go/revert
6 adapt/adjust
7 irreversible
8 assimilate

3 1 N 2 N 3 P 4 N 5 P 6 P

4
1 subtle
2 sweeping/wholesale/major
3 refreshing
4 enforce
5 implement
6 bring about / cause

5
1 pursue
2 sweeping
3 resistance
4 consulted
5 welcome
6 ongoing
7 consultation
8 implemented
9 obvious

Unit 28

1
1 B
2 B
3 G
4 B
5 B
6 G
7 B
8 B
9 G
10 B

2
1 dryer
2 charge (up)
3 consume
4 appliances
5 conserve
6 batteries, still, charger
7 saving
8 consumer

4
1 environmentally-friendly, eco-friendly
2 in season
3 food miles, our carbon footprint
4 maximize
5 enterprise, venture
6 *All three are possible.*

5
1 groundbreaking
2 recycling
3 venture
4 recycle
5 disposed
6 minimizes
7 miles
8 season

Unit 29

1 1 S 2 D 3 S 4 D 5 S 6 S 7 S

2
1 out, extinct
2 decline, gradual
3 danger, breed
4 in, wild
5 reserve, habitat
6 species, becoming

3 1 ~~divested~~ diverted
2 ~~putting~~ taking
3 ~~puts~~ poses
4 ~~genes pool~~ gene pool
5 ~~in~~ on/upon
6 ~~over~~ after
7 ~~fund~~ funds
8 ~~threaten~~ threat

4 1 likelihood
2 territory
3 poaching
4 rhino
5 territorial
6 poverty

Unit 30

1 invasion, invasive
cure, curable/incurable
resumption
conventional
vaccination, vaccinate
diagnose, diagnostic
transplant

2 1 No 2 No 3 Yes 4 No 5 No 6 Yes 7 No 8 No 9 Yes 10 No

3 1 b 2 i 3 h 4 e 5 g 6 j 7 c 8 a 9 f 10 d

4 1 wiped out, eradicated
2 restricted, transplant
3 vaccinate, vaccine
4 conventional, advances
5 rate, survival
6 carry out/perform, confined

Unit 31

1 1 scroll up a document
2 enter your password
3 use computer jargon
4 hack into someone's computer
5 anti-virus protection
6 e-learning
7 do a web search
8 block spam from your inbox

2 1 password
2 username
3 log on/in
4 google
5 links
6 search
7 viruses
8 filters

3 1 T 2 F 3 T 4 T 5 F 6 T

4 1 downloaded
2 registered
3 videoblog, rated
4 uploaded
5 virtual
6 dreamt/thought
7 downloaded
8 format

Unit 32

1 1 emigrated
2 seek
3 refuge
4 ethnic
5 fled
6 prejudice, migrants
7 seek/take

2 1 There's no limit on the number of people granted political **asylum** in this country.
2 Racial and sexual **discrimination** is against the law in matters of employment.
3 Economic **migration** to richer countries has existed for centuries.
4 There's been a rise in the **deportation** of illegal workers back to their home countries.
5 Nearly half a million people were forced to **flee** their homes during the civil war, and many of them **took** refuge in the mountains, away from the fighting.
6 Many families **were** uprooted against their will to make way for the new road.

3 1 ~~for~~ towards
2 ~~acclimated~~ acclimatized
3 ~~nostalgic~~ nostalgia
4 ~~stereoscope~~ stereotype
5 ~~integrity~~ integration
6 ~~natural~~ native

4 1 used/accustomed
2 native
3 faith
4 shock
5 stereotypical
6 desire
7 integrate
8 hostility/animosity
9 peace
10 hang

Unit 33

1 1 protect someone's confidentiality, get hold of something, clinical trial, enrol on a course, strictly confidential, cosmetic surgery

2 1 register
2 hours
3 referred
4 referral
5 opinion
6 access
7 charge
8 surgery
9 medicine
10 negligence

4 1 S 2 S 3 D 4 S 5 D 6 S 7 D 8 D 9 S

5 1 kept
2 surgery
3 rushed
4 junior
5 spotlessly
6 convalescence

Unit 34

1 1 resident
2 ensure
3 voluntary
4 council
5 charity
6 allocate
7 manifesto
8 councillor

2 1 manifest**os**
2 ~~to~~ in
3 ~~make~~ take
4 ~~volunteer~~ voluntary
5 ~~for~~ of
6 ~~out~~ up

3 1 councillors, behalf
2 councils, charity
3 have
4 stick/stand, take
5 grant
6 citizens

4 1 *All three are possible.*
2 transport, road
3 profile
4 chairman, chairperson
5 spokesperson, spokesman
6 eligible, ineligible

5 1 police
2 promotes
3 chair
4 agency
5 budget
6 network
7 eligible
8 mayor

Unit 35

1 *The following activities are illegal:* smuggling, fraud, forgery, drug-trafficking.

2 1 defrauding
2 trafficking
3 exploit
4 smuggle
5 organized
6 forgery
7 enticed, proceeds

4 1 a constable
2 an inspector/the chief constable
3 the chief constable
4 a magistrate/judge
5 the police/a police constable/officer/ a policeman
6 a solicitor
7 a judge/magistrate
8 someone awaiting trial / prisoner
9 a prisoner/someone awaiting trial

5 1 about
2 police
3 detained
4 grounds
5 cautioned
6 custody
7 solicitor
8 magistrate
9 released

Unit 36

1 1 up
2 me as a friend
3 over a new leaf.
4 justifiable
5 imprisonment
6 abolition of the law
7 occupational hazard
8 reoffenders

2 1 rehabilitate
2 deterrent
3 capital
4 abolish
5 revenge
6 crisis

3 *These are correct:*
1 confined
2 deviate
3 prisoners/inmates
4 self-assessment
5 agreement/consent
6 exclusively

4 1 therapy
2 segregation
3 cells
4 consent
5 proportion
6 mutual
7 therapeutic
8 contained

Unit 37

1 1 civilian
2 weapon
3 nuclear
4 enlisted
5 the draft
6 authority
7 distinguish
8 missile
9 conscription

2 unarmed combat
vast majority
armed forces
lethal weapon
military operation
air force
make a distinction
nuclear capability

3 1 vast
2 military
3 composed
4 fundamental
5 combat
6 diverse
7 guard
8 comprise
9 deadly
10 distinguish/differentiate
11 encompasses
12 serve

4 1 forces
2 consist
3 navy
4 force
5 command
6 authority/command
7 enlisted/serving
8 reserves
9 branch
10 capability/weapons
11 comprises/comprise

6 1 civil
2 simply/merely
3 mobilizing
4 interior
5 considerably
6 a domestic/an internal
7 internal
8 assisting/helping

7 1 productive
2 warfare
3 force
4 interior
5 rights/liberties
6 funding
7 latter
8 army / armed forces
9 domestic/internal
10 considerable

Unit 38

1 1 B 2 B 3 G 4 B 5 B 6 G 7 G 8 B

2 1 f 2 c 3 g 4 b 5 a 6 j 7 h 8 e 9 d 10 i

3 1 New arms deal
2 Blast wrecks fire station
3 Go-ahead for rail scheme
4 Company chief ousted
5 Boost for big banks
6 Ministers to curb spending
7 Kidnappers demand ransom
8 Government urges delay
9 Motorcyclist cleared of child's death
10 Firm on brink of closure

4 *Possible answers:*
1 Blast wrecks new shopping centre
2 Police rule out new murder probe
3 Prime Minister vows to curb government spending
4 Ministers bid to oust PM
5 Riddle surrounding stolen gems

Unit 39

1 1 opinion
2 lapse
3 emerged
4 doors
5 controversial
6 scathing
7 allegation
8 According

2 1 Amid/Amidst
2 leaked
3 cover
4 According
5 sources
6 quoted
7 scenes
8 measures

3 1 ~~shooting~~ firing
2 ~~drip~~ drop
3 ~~thunderstorm~~ storm
4 ~~wave~~ tide
5 ~~raining~~ flooding
6 ~~flat~~ level
7 ~~goalkeeper~~ goalposts
8 ~~bend~~ corner
9 ~~burning~~ blazing

4 1 under attack/fire
2 sparked
3 foul play
4 storm of
5 tight corner
6 drop, ocean

Unit 40

1 1 *Both are correct.*
2 excruciating
3 *Both are correct.*
4 pencilled
5 do
6 remaining

2 1 excruciating
2 chronic
3 ensuing
4 punctured
5 puns
6 daren't
7 rapid
8 tip

3 1 S 2 D 3 S 4 D 5 S 6 D 7 S 8 D

4 1 disorientated
2 swamp
3 regain
4 dazed/disorientated
5 stay
6 odds
7 drastic
8 chances

Unit 41

1 1 *All three are correct.*
2 intrude/pry
3 coverage/tabloids
4 fame/privacy
5 singled out

2 1 survey
2 carried
3 findings
4 fame
5 deserve
6 personality/celebrity
7 eye

3 1 privacy
2 broadsheet
3 pry, public
4 fame

4 1 rumour, allegations, scandal, rock, broadcast, exclusive
2 rocks, rehab, fellow, rally

5 1 Lulu has dumped Rocco.
2 Amelia gave birth to a baby boy last week.
3 Jason has custody of his daughter.
4 Arun is a fellow student.
5 The journalist wanted to get a scoop.
6 They're newlyweds.

Unit 42

1 1 T
2 T
3 F; A liberal believes in economic freedom and **gradual** political change.
4 F; The Conservative Party in Britain believes in **capitalism**.
5 F; **Communists** believe that everyone should own the means of production.

2 1 right-wing
2 reactionary
3 opposed to it/against it
4 (to maintain) the status quo
5 moderate
6 in the centre

3 1 equality, distribution
2 means
3 on
4 associated
5 identification

4 1 strings
2 microscope
3 hands
4 deep, sink
5 heated
6 doctors
7 boat
8 heading

5 1 at the deep end
2 of her depth
3 in the right direction
4 foundations
5 cracks
6 seat
7 debate/discussion
8 spin

Unit 43

1 1 c 2 a 3 e 4 g 5 f 6 d 7 h 8 b

2 We were close to > 5 ~~the point where people couldn't deal with the situation~~. Food was 8 ~~in short supply~~, the situation was 1 ~~unpleasant and depressing~~, and many people had already 2 ~~left~~ the city for good. Then at 7 a.m. yesterday the attack happened. A man who was just clearing 6 ~~stones, bricks, and glass~~ from a damaged building was shot by a 3 ~~hidden gunman~~. Amid the ensuing chaos, a small

group of rebel soldiers entered the nearby radio station and took control of it. The army immediately 4 ~~began to surround~~ the building. They brought in large guns and started 7 ~~firing at~~ it, then, as night approached, they attacked. The rebels were soon 9 ~~defeated by~~ the superior numbers and firepower of the army.

Unit 44

1 travel expenses, subsidized canteen, maternity leave, pension scheme, healthcare provision, relocation allowance

2
1 car, travel, health
2 relocation, food, fuel
3 company, government, private/personal
4 healthcare, childcare

3
1 benefits ('perks' is too informal for a job advertisement)
2 pension
3 related
4 entitlement
5 allowance
6 provision
7 canteen

Unit 45

1
1 encountered
2 degree
3 was accountable to no one OR wasn't accountable to anyone
4 insight into
5 juggle
6 pros and cons

2
1 boss
2 solely
3 encountered
4 degree
5 lucrative
6 encroach
7 guaranteed
8 additional/extra/further

4 1 P 2 N 3 N 4 N 5 P 6 N

5 team spirit, boost morale, mutual respect, pool resources, undermine your authority, stifle creativity

6
1 He didn't fit in.
2 She can use her initiative.
3 I find the work very fulfilling.
4 There was a lot of collaboration.
5 They had a common goal.
6 We think it will foster team spirit.
7 We can pool our resources.
8 They have a lot of mutual respect.

Unit 46

1
1 clinch
2 bid
3 set
4 mount
5 imminent
6 dividend, shareholders

2
1 joint
2 turned it down
3 acquisitions
4 former
5 takeover
6 merger
7 hostile
8 backing

3 1 D 2 D 3 S 4 D 5 S 6 S 7 S 8 D

4
1 lure/entice
2 lying
3 balance
4 cards
5 fuel
6 bankrupt/under
7 settles

Unit 47

1 1 G 2 B 3 B 4 G 5 G 6 B

2
1 weakening
2 hike
3 slump
4 plummeted/plunged
5 volatile/in turmoil/turbulent
6 gains

3
1 buoyant
2 rallied/bounced back
3 soared
4 plummeted
5 turmoil
6 turbulent/volatile

4
1 ~~debit~~ debt
2 ~~burnt~~ burst
3 ~~contadicted~~ contradicted
4 ~~inventors~~ investors
5 ~~underpine~~ underpin
6 ~~corporale~~ corporate
7 ~~equiries~~ equities
8 ~~fields~~ yields

5
1 outlook, underlying
2 debt burden
3 conflicting advice
4 invest, equities
5 bubble, burst
6 under pressure

Unit 48

1
1 lose, debit, statement, transactions
2 current, credit, savings/deposit
3 keep, red
4 thrifty, extravagant

2
1 withdrew
2 overdrawn
3 outgoings
4 overdraft
5 mount/build
6 squanders

3 1 *Surplus* is different; *shortfall/deficit* mean an amount that is less than you need.
2 *Contingency* is different; *shortfall/shortage* both mean not having enough of something.
3 *Economize* is different; *take away/subtract* mean to take one number from another.
4 *Make contingency plans* is different; *economize/make cutbacks* mean to reduce the amount you spend.
5 *Deficit* is different; *budget/fund* mean an amount of money you have available to spend.
6 *Economize* is different: *work out/calculate* mean to find the total number/amount of something.

4 1 shortages 2 shortfall 3 contingency 4 subsidy 5 bail 6 budget 7 work out 8 shortfall/deficit 9 cutbacks 10 per

Unit 49

1 1 prioritized 2 *Both are correct.* 3 *Both are correct.* 4 basis, wherever 5 anticipated

2 1 basis 2 sticks 3 anticipate 4 scheduled 5 delegate 6 jot 7 matter 8 accomplished/achieved

4 1 deluge 2 interminable 3 inundated 4 severely hit 5 under control 6 plague

5 1 I need to **set** aside money for rent.
2 I've lost my **train** of thought.
3 We were hard **hit** by the price war.
4 The work has been never-**ending**.
5 Our spending has got out **of** hand.
6 I had to break **off** from what I was doing.
7 The situation is **under** control.

6 1 stream, overwhelmed/stressed/swamped
2 unproductive
3 deluge
4 promptly
5 stressed
6 productive

Unit 50

1 1 set 2 settle 3 ballot 4 set 5 break 6 halt 7 step up

2 1 closures 2 dispute 3 precedent 4 deadlock 5 privatize 6 inclined (OR likely)

3 1 procrastination 2 interference 3 resolution 4 intervention 5 wisdom 6 prudence

4 1 P 2 P 3 A 4 A 5 P 6 A 7 P 8 A

5 1 sort 2 intervene 3 out 4 buck 5 blow 6 proportion 7 wise/prudent/sensible 8 resolved

Unit 51

1 1 S 2 S 3 S 4 D 5 S 6 D 7 S 8 D

2 1 handover
2 absence
3 piled up/accumulated
4 failed/neglected
5 neglected
6 photocopier
7 poking
8 giggling
9 hectic

Unit 52

1 1 drives
2 retaliated
3 *Both words are correct.*
4 overreact
5 *Both words are correct.*
6 incident
7 led
8 provoke

2 1 road, incident 2 dented 3 overreact 4 drive

3 1 f 2 e 3 g 4 b 5 d 6 h 7 c 8 a

4 1 The house took a long time to build, but the end **result** is fantastic.
2 A What made you ring the doctor?
B Oh, **no** reason.
3 The new law came **into** effect at the beginning of June.
4 Too much sunlight can have a **detrimental** effect on your skin.
5 Current deforestation will have long-term **repercussions/consequences**.
6 I'm not really sure what **prompted** him to resign so suddenly.
7 What was the final **outcome/result** of the talks in Bali?
8 One indirect result or knock-on **effect** will be price rises throughout the economy.

Unit 53

1 1 embellish 2 sustain 3 humiliated 4 interrogation 5 interrogated 6 unpalatable 7 detect 8 namely

2 1 economical 2 talked 3 embellish 4 gloss 5 deteriorated 6 interrogated 7 caught 8 humiliated 9 sustain 10 needless to

3 Formal: falsehood, confound sb, adversary, declare sth
Informal: phoney, fib, level with sb
Neutral: a white lie, deceit, distort

4 1 anonymously 2 casualty 3 posthumously 4 half 5 declared 6 baffled/puzzled 7 deceiving/deluding 8 distorted

Unit 54

1 1 growing 2 face up to 3 arise/come up 4 exacerbate 5 insoluble 6 confronting

2 1 worse 2 urgent 3 raised 4 overcome 5 grips 6 perennial 7 tackling/confronting 8 minor

4 1 esteem 2 get her down 3 articulate 4 regardless 5 trivial 6 channel

5 1 dented 2 her stride 3 perspective 4 at rest 5 behind 6 reassured 7 light 8 setback

Unit 55

1
1 ~~extra-~~ ultra-
2 ~~destruction~~ preservation
3 ~~ruins~~ remains
4 ~~estables~~ stables
5 ~~on ruins~~ in ruins
6 ~~formally~~ formerly

2
1 formerly/previously
2 up, renovate
3 run-down/dilapidated/ramshackle
4 decay/disrepair, abandoned ('neglected' is also possible here)
5 preserve
6 Middle, medieval
7 trace
8 ultra-

3 1 out 2 mint/perfect 3 good 4 cutting edge 5 new 6 hand

4 1 device 2 antique 3 ancient, reproductions 4 reconditioned 5 genuine 6 packaging 7 reproduces 8 up, innovative

Unit 56

1 a resounding victory, come unstuck, the secret of your success, turn out badly, a stroke of luck, fulfil your potential

2 1 G 2 B 3 B 4 G 5 G 6 G

3 1 overcome 2 stroke 3 to strength 4 secret 5 turned 6 potential

4 *The informal words and phrases are:*
1 make a go of it 2 flop 3 past it 4 – 5 up against it 6 way

5
1 came
2 make
3 *Both words are correct.*
4 way
5 make
6 *Both words are correct.*

6
1 I don't like to tell him he's past **it**. ~ Hmm, It's a **tricky** situation. I don't envy you.
2 Any chance he'll make **a** comeback? ~ No, his last film **flopped** badly.
3 Did she **come** top in the public vote? ~ Yes, but she was **up** against it.
4 He **let** himself down in the exam. ~ Yes, he only just **scraped/got** through.
5 Her interview was an unmitigated **disaster.** ~ Yes, she was way **out** of her depth.

Unit 57

1 at the last minute, over time, in retrospect, with hindsight, behind the times, at one time, from time to time, for the time being, in due course

2 1 retrospect 2 hindsight 3 leaves, minute 4 about/high 5 before my time 6 flown 7 course 8 At 9 over 10 for the time being

4 1 an interval 2 *Both words are correct.* 3 *Both words are correct.* 4 spell 5 during 6 *Both words are correct.* 7 era 8 prolong

5
1 throughout/during
2 break
3 During
4 spell
5 phase/stage/time
6 age
7 soon
8 extend
9 gap
10 elapsed/passed/gone by

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Unit 58

1 1 bloke/guy
2 nicked/pinched
3 moaning
4 vile/disgusting
5 tight-fisted/tight/stingy
6 quid
7 lousy
8 loo

2 1 pain (in the neck)
2 laugh
3 rip-off
4 drag
5 cheek/nerve
6 get-together

3 1 illness
2 noise
3 sleep
4 money
5 food
6 criticism

4 1 Cheers = Ta
2 din = racket
3 stick = flak
4 starving = dying for something to eat
5 love = darling
6 thrashed = hammered

5 1 broke
2 daft
3 laid-back
4 nosy
5 kip
6 conned
7 dodgy
8 bug
9 into
10 posh

Unit 59

1 1 It's no **good/use** worrying about it.
2 off the **top** of my head
3 in one **ear** and out the other
4 could **do** with
5 My **mind** went a complete blank
6 under **the** weather

2 1 mind
2 head
3 blank
4 bet
5 there/somewhere
6 weather
7 keep you waiting
8 and out the other

4 1 false
2 don't know the answer
3 not being
4 possible
5 I don't know
6 don't expect

5 1 're joking/'re kidding'/can't be serious
2 way/chance
3 is as good as mine
4 one of those days
5 bet
6 foregone conclusion
7 luck
8 to lose
9 say that again
10 your day.

Unit 60

1 1 down
2 fails
3 battle
4 worth
5 true
6 of your own
7 worlds
8 ground

2 1 a world of her own
2 resort
3 keep his feet on the ground
4 else fails
5 lose face
6 good to be true
7 letting her hair down
8 the best of both worlds

4 1 Guess
2 know
3 earth
4 some
5 admit
6 wonder
7 equal
8 believe

5 1 Do you know if it's open, **by any chance**? OR Do you **happen to** know if it's open?
2 How old are you, **if you don't mind me/my asking**?
3 She looks about 20, but **believe it or not**, she's only 13. OR ... but she's only 13, **believe it or not**.
4 He's been very ill, so **no wonder** he looks thin.
5 I'm hoping to go, but **the thing is**, I've got a meeting on the same day.
6 There are many exceptions, but **all things being equal**, I think men are better cooks than women.
7 The book is **every bit as** violent as all his others.
8 It was a beautiful day, but **for some reason**, the beach was deserted; I can't think why.

Unit 61

1 push and shove
pick and choose
back to front
first and foremost
long and hard
sooner or later
rules and regulations
sick and tired

2 1 cheerful
2 order, corruption
3 later
4 foremost, objectives
5 bustle, tired
6 error
7 sound
8 forth

Unit 62

1 1 mouse
2 cakes
3 bone
4 feather
5 log
6 sieve
7 ox
8 dream

2 1 He's deaf as a post.
2 She's blind as a bat.
3 She's as thin as a rake.
4 It worked like a dream.
5 She went/was as white as a sheet.
6 They were as good as gold.
7 She went/was as red as a beetroot.
8 He's got a mind like a sieve.

Unit 63

1
1 communicate
2 claim
3 criticized
4 raise
5 interrupted
6 prolong
7 retaliate

2
1 I never expected him to **own up** to the crime.
2 Nothing can **make up for** the loss of earnings.
3 She tried to **talk me out of** giving up my job.
4 Do you think they'll ever **do away with** the monarchy?
5 He isn't easily **taken in**.
6 Try and **talk** him **into** coming.
7 Did they **take** the shed **to pieces / apart**?
8 Have they **made up**?

3
1 ~~go by~~ get by
2 ~~cropped out~~ cropped up
3 *Correct*
4 ~~missing out of~~ missing out on
5 ~~bump in~~ bump into
6 *Correct*

4
1 turned up/showed up
2 pick up
3 shake off
4 sank in
5 pick up
6 gone down with
7 wear off
8 pick up

Unit 64

1
1 mind you
2 at any rate
3 even so
4 as a matter of fact
5 on the whole
6 in any case
7 broadly speaking
8 to be honest
9 to a large extent
10 all the same

2
1 **Broadly** speaking
2 All **the** same
3 alternative**ly**
4 In **any** case
5 To **tell** you the truth
6 as I was **saying**

3
1 Incidentally
2 to be honest/as a matter of fact/actually
3 On the whole/By and large/Broadly speaking
4 Mind you
5 besides/anyway
6 It's true; even so/all the same
7 Anyway/Anyhow
8 actually/to be honest/to tell you the truth

4
1 to be honest
2 Alternatively
3 It's true, All the same
4 Mind you
5 By the way
6 As for
7 besides
8 by and large

Unit 65

1
1 somewhere **in** the region
2 sort **of** pretending to be ill
3 have **stacks/tons/loads/bags** of rice
4 or **something** of that sort
5 give **or** take a few minutes
6 tomorrow **somehow** or other
7 along those **lines**.
8 **round** about 6.30

2
1 I've completed **round about** 50 per cent of the project.
2 He looks **kind of** depressed.
3 His job is **something to do with** marketing.
4 Do you know who all **that stuff** belongs to?
5 I imagine we'll get fifty-**odd** people at the meeting.
6 We've got **tons of** vegetables so I'd better make some soup.
7 She must be getting on for 80 **or thereabouts**, I would say.
8 We could get him a book **or something (like that / along those lines)** for his birthday.

Unit 66

1
1 It's a **small** world.
2 Once **bitten**, twice shy.
3 The more the **merrier**.
4 Famous last **words**.
5 So far, so **good**.
6 First come, **first** served.
7 Out of **sight**, out of mind.
8 Easier **said** than done.

2
1 twice shy
2 so good
3 world
4 out of mind
5 never tell
6 the merrier
7 said than done
8 first served
9 calling the kettle black

4
1 blood is thicker than water; charity begins at home.
2 love is blind; beauty is only skin-deep.
3 two wrongs don't make a right; the end justifies the means.
4 live and let live; let sleeping dogs lie.
5 two heads are better than one; practice makes perfect.

5 Prevention is better than cure.
Actions speak louder than words.
Love is blind.
Blood is thicker than water.
Lightning never strikes twice.
Charity begins at home.

6 1 never 7 good news
2 sorry 8 justifies the means
3 once 9 don't make a right
4 lie 10 strikes twice
5 perfect 11 than cure
6 better than one 12 for an eye

7 1 Practice makes perfect.
2 Two heads are better than one.
3 You're only young once.
4 Blood is thicker than water.
5 No news is good news.
6 Money talks.
7 Two wrongs don't make a right.
8 Better late than never.
9 Live and let live.
10 Let sleeping dogs lie.
11 Love is blind.
12 An eye for an eye.

Unit 67

1 1 condolences 5 Following
2 see 6 concerning
3 delighted to 7 Should
4 forward 8 to

2 1 enquire
2 regret, inform
3 intention, terminate
4 Should, require, further, do not hesitate, contact
5 Following/Further to, conversation, I would be grateful, concerning

3 1 I am writing in **response** to your article about supermarket packaging.
2 We look forward **to** hearing from you.
3 I am writing **in** reply to your letter of 17 October.
4 Thank you for your letter **concerning/ regarding** the pre-service training course at CDQ.
5 Please **find** enclosed a copy of my birth certificate.
6 I am writing in reply to your **appeal** for donations following the tsunami disaster.
7 Please accept my sincere **condolences** on the death of your grandfather.
8 I would like to **draw** your attention to the final clause of the lease.
9 As you **will** see from my CV, I have extensive experience in sales and marketing.
10 With **reference** to your letter of 17 May, I am enclosing the documents you requested.

4 *Possible answers:*

1 I am writing in response to your advertisement for a receptionist in yesterday's paper.
2 Please find enclosed a photocopy of my driving licence.
3 Following/Further to our conversation yesterday, I now have the necessary documents.
4 Should you require any further information about my qualifications, please do not hesitate to contact me.
5 I would be grateful if you could send me a brochure and price list.
6 I am delighted to inform you that your application has been successful/ that you have been given the job/post.

5 1 N 3 N 5 P 7 P 9 N
2 P 4 P 6 N 8 N 10 N

6 1 stated 5 subject
2 abrupt/curt/rude 6 body
3 sample 7 superfluous/irrelevant
4 spell 8 straightforward

Unit 68

1 1 thus/hence 4 prior to
2 albeit 5 in view of
3 notwithstanding 6 Hitherto

2 1 henceforth
2 thus/hence
3 Prior to
4 With regard to/Regarding/Concerning
5 Notwithstanding
6 In conclusion

Unit 69

1 1 sum up / summarize 5 criterion
2 assessment 6 presentation
3 narrator 7 argument
4 assess/evaluate 8 present

2 1 narrative 5 criteria
2 summary 6 command
3 incoherent 7 register
4 stylistic 8 discursive

3 1 condemnation 4 exemplified
2 conclusion 5 assertion
3 hypothesize 6 justification

4 1 She **outlined** her ideas.
2 She had one **hypothesis**.
3 She **highlighted** certain points.
4 She wouldn't **condone** his behaviour.
5 She didn't **adopt** a clear **position**.
6 She went on to **explore** the idea in more depth.
7 She couldn't **justify** her ideas.
8 In the end, she **sat on the fence**.

Unit 70

1 1 betrayal 6 insanity
2 portrayal 7 resilient
3 defiance 8 merciful/merciless
4 embodiment 9 pitiful

5 prosperity

2 1 an explanation 2 difficult 3 the truth 4 sad 5 ability 6 refuse

3 1 synopsis 2 depicted 3 pitiful 4 prosperous 5 inherent 6 insane 7 represents 8 companionship

4 1 protagonist 2 depicted 3 endows 4 represented 5 embodiment 6 defies 7 betrayed 8 Fate 9 downfall 10 unlike 11 mercy 12 conveyed

Unit 71

1 objective, objectivity
biased, bias
empirical, empiricism
verify, verification
hypothesize, hypothesis
scrutinize, scrutiny

2 1 facet 2 scrutiny 3 hypothesis 4 unbiased 5 conviction 6 replicate

3 1 procedure 2 phenomenon 3 duplicate/replicate 4 empirical 5 archive 6 biased/subjective

4 1 defective 2 abnormal 3 unit 4 hereditary 5 short-lived 6 immune

5 1 Gene, cells 2 mutation 3 insert/inserted 4 repel/fight 5 genetic 6 heredity 7 insertion 8 molecular, molecule

Unit 72

1 1 b 2 a 3 c 4 b 5 a 6 c 7 a 8 b 9 b 10 c

2 1 establish 2 swaying 3 moving 4 withstand/resist 5 meet 6 constraints 7 panels 8 anchor 9 stringent 10 rigorous

3 1 withstand/stand up to/resist
2 sway
3 occupants/residents
4 determine/establish
5 girders/supports
6 load
7 counteract
8 reinforced

Unit 73

1 1 ~~humorous~~ humble
2 ~~weekend~~ way
3 ~~interest~~ information
4 ~~drink~~ day
5 ~~tired~~ displeased
6 ~~turn~~ talk
7 ~~two days~~ today
8 ~~laughs~~ love (OR laughing out loud)
9 ~~letters~~ lips
10 ~~concerned~~ confused
11 ~~make~~ mind
12 ~~read~~ remember/recall

2 Hi, thanks for your message. Are you going to see Sally this weekend? Please give her lots of love. ;) Alice
Dinner last night was excellent. Thanks ☺ Will you be in tonight? Hope to see you later. Joe
Sorry, but I'm probably going to be late for the meeting. I will ring you with more information later. Please start without me. Bye for now, Zoe
Hi, can you phone me as soon as possible? I have something important to tell you! My lips are sealed. All the best, Suzie
Could you speak to your dad before the weekend? If I recall/remember correctly, he will be in tomorrow. Lots of love, Steffi.

3 1 gr8 2 thx 3 cul8r 4 imho 5 xlnt 6 b4 7 lol 8 w/o 9 ;-x 10 2moro

4 1 T 2 T 3 T 4 F 5 T 6 F 7 T 8 F

5 1 c/o 2 PS 3 attn/fao 4 sae 5 incl.

6 1 CEO 2 PC 3 TLC 4 B & B 5 CCTV 6 IQ

Unit 74

1 1 interaction 2 misconception 3 misdiagnose 4 ill-prepared 5 interdependent 6 mistreat 7 misfire 8 ill-informed 9 mislay 10 ill-advised 11 interrelated 12 misjudge

2 1 misinformed
2 mishandled/mismanaged
3 mistreated/ill-treated
4 ill-informed
5 mislaid/misplaced
6 misprints
7 misconceived
8 misdiagnosed
9 miscalculated
10 interrelated

3 racism/frost/privileged/depressant/populated/assess/classified/fuel/fed/value/book
defrost, depopulated, declassified, devalue

4 1 *Both forms are correct.*
2 disadvantaged
3 anti-war
4 *Both forms are correct.*
5 underprivileged
6 *Both forms are correct.*

5 1 anti-inflammatory
2 underemployed
3 depreciated
4 anti-virus software
5 reassess/reappraise/reconsider
6 undercooked
7 overdose
8 undernourished/underfed

Unit 75

1 1 characterize
2 solidify
3 clarify
4 symbolize
5 legalize
6 industrialize
7 electrify
8 pacify
9 exemplify

2 1 economize
2 intensified
3 visualize
4 vandalized
5 pacify
6 purify
7 privatize
8 quantify

4 a trouble-free life, a soundproof room, childproof locks, tax-free income, a foolproof method, duty-free perfume

5 1 ovenproof
2 interest-free
3 foolproof
4 bulletproof
5 inflation-proof
6 waterproof

Unit 76

1 1 against
2 on
3 for
4 about
5 over
6 for
7 for
8 with
9 from
10 for

2 1 regard
2 compilation
3 extract/excerpt
4 grudge
5 aptitude
6 clips
7 restriction
8 control

3 1 d 2 f 3 a 4 b 5 c 6 e

4 1 representative
2 dependent
3 subservient
4 reconciled/resigned
5 intent
6 subject
7 live
8 resistant
9 stems
10 reminiscent

Unit 77

1 1 at
2 On
3 in
4 fail
5 on
6 away
7 on
8 exchange

2 1 by choice
2 at once
3 on reflection
4 at the very least
5 in exchange for
6 without fail
7 at short notice
8 on balance

3 1 *All three are possible.*
2 under investigation/under suspicion
3 in possession of
4 *All three are possible.*
5 in touch

4 1 We have had to put our holiday plans on **hold** for the moment because of work.
2 Out **of** respect for the bereaved family, hundreds turned up at the funeral.
3 I'm afraid I can't help as I'm really out of **touch** with this area of research.
4 The demonstrators will be in serious **trouble** if the army starts to attack them.
5 The multi-storey car park has been **under** construction for six months.
6 He works for a **giant** engineering company; it's a multinational and doing very well.
7 She opened the can by **means** of a special device designed for the disabled.
8 We caught a glimpse of the rabbit before it ran **out** of sight into the bushes.

Unit 78

1 1 perplexed
2 conceivable
3 *Both are correct.*
4 a notorious/an infamous
5 bizarre
6 *Both are correct.*

2 1 notorious
2 wicked
3 unconvincing
4 puzzled/baffled
5 inconceivable
6 bizarre
7 implausible
8 despondent
9 distinguished
10 exceptional

3 1 wicked
2 despondent/dejected
3 eminent
4 baffled
5 outstanding
6 bizarre

4 1 ~~naked~~ bare
2 ~~childlike~~ childish
3 *Correct*
4 ~~invaluable~~ worthless/valueless
5 ~~nude~~ naked
6 *Correct*
7 ~~negligent~~ negligible
8 ~~naked~~ nude
9 *Correct*

5 1 comprehensive
2 childlike
3 conclusive
4 exhaustive
5 tasteful
6 concluding
7 comprehensible
8 negligent

Unit 79

1 1 Evidently
2 curiously (enough)/strangely (enough)/ oddly (enough)
3 Practically
4 presumably
5 basically
6 frankly/personally

2 1 frankly
2 Apparently
3 ultimately
4 obviously
5 naturally
6 curiously enough

3 1 Officially
2 Financially/Commercially (speaking)
3 Realistically
4 Socially
5 Technically
6 Logically
7 Theoretically (speaking)
8 Traditionally

4 1 concerned
2 mentally
3 indirectly
4 speaking
5 Traditionally
6 As far as

5 1 relatively/somewhat
2 simply/purely
3 strictly
4 relatively
5 briefly/chiefly
6 invariably
7 simply/truly
8 strictly

6 1 primarily/chiefly/predominantly
2 invariably
3 briefly
4 equally
5 forever
6 truly
7 precisely

Unit 80

1 1 friendly fire
2 practical
3 hard of hearing
4 let him go
5 passed away
6 helping
7 put it to sleep
8 impaired

2 1 Did she help herself to a couple of pens?
2 The company is downsizing.
3 The animal was put down.
4 My dog Barty is not exactly clever.
5 The president's getting on.
6 There was a lot of collateral damage.

Answer key to review units

Expanding your vocabulary

Unit 1

1 1 ambiguous
2 transparent/self-explanatory
3 old-fashioned
4 poke fun
5 disapproving
6 precise
7 interchangeable/synonyms/synonymous
8 virtually

Unit 2

1 1 It suddenly dawned on me who had stolen my mobile.
2 I'm in two minds about the job.
3 In his haste, he sent the vase flying.
4 She ate some chocolate, which kept her going until she was rescued.
5 The laptop's a bargain and comes with free software.
6 Do many people try to get out of paying tax?
7 That/It was sweet of you to do that for me.
8 Changing his job is the last thing on his mind.

Unit 3

1 1 look
2 shoes, equipment
3 off-putting
4 hold-up
5 passer-by, next of kin
6 car
7 setback, break-up
8 drawing pin

2 1 open-minded
2 last-minute
3 nursery rhymes
4 shortcut OR short cut
5 turnout
6 absent-minded
7 spare part
8 shake-up
9 breakdown
10 barbed wire

Unit 4

1 1 **caught** fire
2 broken **out**
3 **spread** rapidly
4 gale-**force** winds
5 advance **warning**
6 a **narrow** escape
7 put it **out**
8 growing **concern**
9 face the **prospect**
10 held **responsible**

2 1 considerable/great
2 real
3 reach
4 point
5 fierce/widespread/strong
6 make
7 concern
8 compromise
9 honour
10 familiar
11 brief

Unit 5

1 1 lick
2 count
3 reflect
4 absorb
5 shrug
6 stamp
7 favour
8 circumstances
9 raise
10 propose
11 hung

The word in the grey squares is 'information'.

Unit 6

1 apologetic
occupied
forgivable/unforgivable
defenceless, defensive
finalize
excel
pointless
emotive/emotional
heartless
severity

The body

Unit 7

1 1 h 2 f 3 a 4 b 5 g 6 c 7 e 8 d

2 1 ~~attracted~~ drew
2 ~~make~~ create
3 ~~loosen~~ straighten
4 ~~enhance~~ exaggerate
5 ~~going~~ getting
6 ~~unflattering~~ flattering
7 ~~for~~ to
8 ~~cover~~ conceal/hide

Unit 8

1 1 flirting
2 fancied
3 fiddling
4 contact
5 conclusion(s)
6 leaning
7 folded
8 going
9 misinterpreted

Unit 9

1 *Possible answers:*
 1 Perhaps because they had injured their leg or foot.
 2 If someone was riding it in a race.
 3 For pleasure. / To enjoy yourself.
 4 So that no one could hear or see you.
 5 Not usually.
 6 Not usually.
 7 To give yourself some variety.
 8 Do some exercise. / Work out at the gym.

Unit 10

1 1 rattled 2 rumbled 3 rustled 4 splashing 5 beeped 6 screech 7 slammed 8 squelched 9 creaking 10 pitched

2 1 roar 2 creak 3 howl 4 rattle 5 screech 6 bark 7 buzz 8 slam

Unit 11

1 1 barely 2 breathtaking 3 blurred 4 warily 5 tears 6 blinking 7 spectacular 8 alleviate

Unit 12

1 TOUCH: tap, vigorous, squeeze, stroke, slide, pinch
 SMELL: stench, fragrance, aroma, musty, pungent
 TASTE: bland, insipid, peppery

Unit 13

1 1 effects 2 excess 3 upset 4 sprained 5 persist 6 itchy 7 dose 8 lethargic 9 blisters 10 ulcer
 The phrase in the grey squares is 'expiry date'.

2 *These words are correct:*
 1 long-term, short-term
 2 persistent, splitting
 3 dose, dosage
 4 the speed limit, all my expectations
 5 an itchy scalp, a nasty rash
 6 Drowsiness, Lethargy

You and other people

Unit 14

1 cynicism, scepticism, affectionate, charisma, naivety, spontaneity, passionate, virtuous

2 1 What did you make of him?
 2 I think you ought to give it a go.
 3 I'll do anything within reason.
 4 He's sceptical about the figures.
 5 I took to him after a while.
 6 He strikes me as very bright.
 7 He really got up my nose.
 8 He's a real character. / He's a character.
 9 On the surface it seemed sensible.
 10 Don't judge a book by its cover.

Unit 15

1 1 reveal/disclose
 2 uneasy/uncomfortable
 3 devastated/heartbroken
 4 ecstatic / over the moon
 5 hit the roof / went mad
 6 suppress / bottle up
 7 cautious/guarded

Unit 16

1 1 an instant **dislike** to me
 2 talking about me **behind** my back
 3 everything to **gain/win/earn** his respect
 4 a strain **on** me
 5 and **confide** in my boss
 6 he **resented** the fact
 7 really **tough** decision
 8 decided to stick **up** for myself
 9 but as time has gone **by**,
 10 feel that **things** are looking up

Unit 17

1 1 idolize 2 rebel 3 crude 4 inspire 5 criticize 6 idealist 7 footsteps 8 principles 9 heroine 10 down
 The word in the grey squares is 'dedication'.

Unit 18

1 *These are correct:*
 1 a mess, a fuss
 2 broken, deprived
 3 beneficial, detrimental
 4 *All three are correct.*
 5 an unappealing
 6 *All three are correct.*

Unit 19

1 1 P 2 N 3 N 4 P 5 N 6 N 7 N 8 P

2 1 put
 2 foot
 3 exception
 4 customary/usual, regard/view/consider, upper, middle, regard/view/consider
 5 frown
 6 etiquette/custom

Leisure and lifestyle

Unit 20

1 1d 2e 3a 4f 5b 6h 7c 8g

2 *Suggested answers:*
You can use a corkscrew to open a bottle of wine.
You beat eggs with a whisk.
A raisin is a kind of dried fruit.
You drain things with a colander.
Lentils are a kind of pulse.
You can braise things in a casserole.
You use a ladle to serve soup.
A cashew is a kind of nut.
You use a wok to stir-fry food.
Sage is a kind of herb.

Unit 21

1 Lisbon is surrounded by seven hills, and from most of them you have **stunning** views of this **remarkable** city, which has managed to **retain** so much of its **diverse** architecture and cultural heritage. But it is also a modern, **thriving** European capital, and in recent years many of the old buildings have been **restored**. For tourists, one of the most popular parts is the Alfama, where you can **wander** around and **soak up** the charms of the old town. The Chiado district is famous for shops and restaurants, but for really **vibrant** night life, head for the Bairro Alto. Then after all that, you can **unwind** on the nearby beaches of Cascais and Estoril: wonderful places to **recharge your batteries.**

2
1 *unique:* the **only** one of its kind
2 *off the beaten track:* **far** away from other people and houses
3 *unspoilt:* beautiful because it hasn't **changed**
4 *cobbled streets:* streets with a surface of old round **stones**
5 *take it easy:* **relax** and do very little
6 *trek*: a long hard **walk**
7 *undergo something*: experience a process of **change**
8 *charm:* very **attractive/pleasant** qualities or features

Unit 22

1
1 biting
2 audiences
3 edge
4 miscast
5 clichés
6 effects
7 tears/death
8 rubbish

2 **negative:** dire, tedious, mediocre, feeble, unconvincing, atrocious
positive: sensational, fabulous, phenomenal, brilliant, extraordinary

Unit 23

1 *These are correct:*
1 promoted, relegated
2 under pressure, off form
3 a last, a great, an outside
4 home, a neutral venue
5 through, knocked out
6 runners-up

2
1 drawn, eliminated / knocked out
2 victory, last
3 run, unbeaten, form
4 top, gave away

Unit 24

1

M	C	O	M	P	O	S	T	S	
E	L			R			S	P	
A	A	B	B	U	S	H	H	A	W
D	W	U		N			E	D	I
O	N	L		E			D	E	L
W	M	B	H	E	D	G	E	S	D
W	O	F	E	R	T	I	L	E	L
E	W							E	I
E	E	N	R	I	C	H		D	F
D	R	O	O	T	S			S	E

2
1 roots
2 wildlife
3 seeds
4 meadow
5 bulb
6 weed
7 enrich
8 fertile
9 hedge
10 prune
11 lawnmower, shed
12 spade

Unit 25

1
1 impulse
2 pursuit
3 addict
4 around
5 spree
6 hunting
7 gambler
8 debts
9 tag

2
1 ~~before~~ after
2 ~~minutes~~ minute
3 ~~for~~ on
4 ~~induct~~ indulge
5 ~~out~~ off
6 ~~addict~~ addicted
7 ~~to~~ for
8 ~~searching~~ search

Unit 26

1
1 socialize
2 loner
3 company
4 join
5 awkward
6 pop
7 lay
8 liven
9 drowns
10 make
11 host
12 get-together
13 away

8 ~~deterrence~~ deterrent

A changing world

Unit 27

1 1 irreversible 3 ongoing 5 gone back
2 subtle 4 sweeping 6 practice

Unit 28

1 How to be **green**: dos and don'ts

- Eat locally produced fruit and vegetables to reduce food **miles**.
- Try to eat fruit and vegetables that are in **season**.
- **Recycle** most of your waste rather than throwing it away.
- Use energy-**saving** light bulbs, which **emit** less CO_2.
- Use **rechargeable** batteries.
- Don't use a tumble **dryer**: it **consumes/ uses** masses of energy.
- Maximize natural light in order to **minimize** the use of electric lights.
- Don't leave electrical appliances such as TVs on **standby**.
- Avoid things which are **disposable** and designed to be thrown away after use.

Unit 29

1 1 deforestation 5 captivity
2 wiped 6 wild
3 extinction 7 reserves
4 habitat 8 toll

Unit 30

1 1 eradicated, wiped out 5 limit, restrict
2 invasive 6 condition
3 bed, a wheelchair 7 resume
4 *All three are possible.* 8 parts, organs

Unit 31

1 1 log in/on OR log on/off
2 cyberspace OR cybercafé
3 scroll up OR scroll down (OR scroll bar)
4 e-business OR e-learning
5 a virtual community OR virtual office OR virtual reality
6 upload something OR download something

2 1 videoblog 3 camcorder 5 install
2 password 4 upload

Unit 32

1 1 flee 6 discrimination
2 native 7 faith
3 refuge 8 peace
4 asylum 9 nostalgia
5 shock

Institutions

Unit 33

1 1 confidential
2 opinion
3 surgery
4 spotless/immaculate
5 trials
6 informed
7 referral
8 discharged
9 recuperate/convalesce/recover
10 feet

2 1 junior
2 be admitted to hospital
3 cosmetic surgery / plastic surgery
4 convalesce ('recover' would also be possible)
5 complementary
6 fastidious
7 a mix-up ('a mess' would also be possible)
8 take no notice of sth

Unit 34

1 1 a government **grant**
2 American **citizens**
3 are you **eligible** to vote
4 to **chair** tomorrow's meeting
5 to **ensure** that (also **see** that)
6 The party's **manifesto**
7 voluntary **sector**
8 high-**profile** jobs

2 1 say 4 volunteers 7 budget
2 behalf 5 nationwide 8 residents
3 seriously 6 stand/stick

Unit 35

1 1 d 2 a 3 g 4 b 5 h 6 c 7 e 8 f

2 1 warrant 3 smuggling 5 gang
2 custody 4 fraud 6 bail

Unit 36

1 abolition, abolish
imprisonment, imprison
deviation, deviate
justification, justify
segregation, segregate
confinement, confine
rehabilitation, rehabilitate
consent, consent

2 1 turning ~~out~~ over
2 locked ~~out~~ up
3 capital ~~punish~~ punishment
4 ~~common~~ mutual consent
5 regarded ~~at~~ as
6 ~~on~~ in crisis
7 ~~occupying~~ occupational hazard
8 ~~deterrence~~ deterrent

Unit 37

1 1 capability/weapons
  2 *All three are possible.*
  3 the air / a peacekeeping
  4 distinguish / make a distinction
  5 made up / composed
  6 *All three are possible.*
  7 chemical/lethal
  8 *All three are possible.*

2 1 the vast **majority**
  2 officers **in** command
  3 guerrilla **warfare**
  4 counter-**productive**
  5 the **former** would
  6 government **funding**
  7 **in** reserve
  8 to **assist** with / to **help** with

News and current affairs

Unit 38

1 *Possible answers:*
  1 A government minister has been forced out of his/her job.
  2 A transport plan has been given encouragement.
  3 A business agreement on weapons has been given approval.
  4 A family is going through a very bad experience over a ransom.
  5 Someone is trying/attempting to end a kidnapping.
  6 A hotel has been destroyed by an explosion.

Unit 39

1 1 According **to**
  2 under **attack/fire**
  3 scathing **remarks**
  4 were **leaked** to the press
  5 the **tide** will now
  6 has been **quoted** as saying
  7 a temporary **lapse** of judgement
  8 a **tight** corner

Unit 40

1 1 shelter
  2 stay
  3 take a chance
  4 dazed/disorientated
  5 regain
  6 excruciating
  7 dare
  8 remaining
  9 rapid

Unit 41

1 1 coverage
  2 scandal
  3 alleged
  4 deserve
  5 intrusion
  6 privacy
  7 exclusive
  8 tabloids
  9 allegations

Unit 42

1 *Possible answers:*
  1 We had a discussion about left-wing policies.
  2 They want to maintain the status quo.
  3 I don't know who's in the driving seat.
  4 We'll put the document under the microscope.
  5 I'd be opposed to the proposal.
  6 He laid the foundations for the policy.
  7 There is equality in our company.
  8 The prime minister is heading in the right direction.

Unit 43

1 1 shoots
  2 available
  3 unpleasant and depressing
  4 bricks and stones
  5 explosives
  6 leave / go away from
  7 without, pattern
  8 military, army / armed force, capture

Work and finance

Unit 44

1 1 relocation
  2 scheme, performance
  3 leave, provision
  4 canteen, subsidized
  5 entitled, entitlement

Unit 45

1 1 trust, respect
  2 *All three are possible.*
  3 juggle
  4 a degree
  5 undermine, disrupt
  6 foster, promote

Unit 46

1 1 take it lying **down**
  2 likely to **mount** (OR **launch**) an advertising campaign
  3 no choice but to **tighten** our belts
  4 to go **down** that road
  5 fuelling **fears** of a global recession
  6 wait till the **dust** settles
  7 The bid was turned **down**
  8 the move will **set** off a fresh round

Unit 47

1 **Rising and stable:** soar, surge, boom, buoyant, rally, gains
Falling and unstable: plunge, turbulence, plummet, volatile, slash, turmoil, slump

2
1 investors
2 debt
3 pressure
4 trigger
5 equities/shares
6 outlook
7 burst
8 conflicting/contradictory

Unit 48

1
1 statement
2 red
3 overdrawn
4 fund
5 squandering (OR wasting)
6 outgoings
7 budget
8 bail
9 make
10 track

Unit 49

1
1 achieve/accomplish
2 prioritize
3 stick/keep
4 anticipate
5 Schedule/Timetable/Organize/Arrange
6 set
7 Delegate

Unit 50

1
1 ~~steaks~~ stakes
2 ~~make~~ set
3 ~~ballet~~ ballot
4 ~~set~~ settle
5 ~~privatizement~~ privatization
6 ~~inclinated~~ inclined
7 ~~interference~~ intervention
8 ~~off~~ out

Unit 51

1
1 hum
2 sniff
3 giggle
4 absent
5 hectic
6 neglect
7 photocopier
8 pet
9 put
10 poke your nose

Concepts

Unit 52

1
1 result
2 car
3 force
4 bad
5 a person
6 an income
7 reason
8 negative

Unit 53

1
1 humiliated
2 phoney
3 interrogation
4 anonymously
5 embellish
6 adversary
7 unpalatable
8 namely

Unit 54

1
1 trivial
2 perennial
3 arise
4 confront
5 tackle
6 articulate
7 exacerbate
8 light
9 urgent

The word in the grey squares is 'insoluble'.

Unit 55

1 1 S 2 D 3 D 4 S 5 D 6 S 7 S 8 D

Unit 56

1
1 potential
2 make
3 resounding ('remarkable' is also possible)
4 against
5 way ('well' is also possible)
6 depth
7 letting
8 obstacles
9 way
10 overcome
11 breakthrough
12 wrong
13 strength
14 fulfil

Unit 57

1 *Possible answers:*
1 should have set out earlier / should have left earlier / should have taken a taxi.
2 his life considerably/ by several years.
3 after the film ended. / after 10.00.
4 of development.
5 he did. / he turned up.
6 I (have to) work on Saturdays/Sundays.
7 had to stand / were very bored
8 he shouldn't have been let out. / that was too short.

Spoken English

Unit 58

1
1 ~~t~~icked nicked
2 fla~~n~~ flak
3 ~~r~~ug bug
4 c~~r~~eek cheek
5 ~~j~~acket racket
6 ~~l~~ight tight
7 ~~l~~ying dying
8 dr~~u~~g drag

2
1 laugh
2 broke
3 blokes/guys
4 guys/blokes
5 neck
6 moaning
7 stick/flak
8 lousy/vile/disgusting
9 cheek
10 back

Unit 59

1
1 Your guess is as good as mine ~~is~~.
2 You're ~~not~~ kidding! I don't believe it.
3 Yes, it's been one of those ~~bad~~ days.
4 Don't ~~you~~ ask me. He never tells me a word.
5 No ~~any~~ such luck, I'm afraid.
6 No, but there's no use ~~of~~ worrying.
7 No; it goes in one ear and out the other ~~ear~~.
8 Well, you've got nothing ~~for~~ to lose.

Unit 60

1 1 what 2 bit 3 not 4 wonder 5 earth 6 worth 7 battle 8 know

2 1 All things being equal, I'd rather live in the centre. OR I'd rather live in the centre, all things being equal.
2 She seems to live in a world of her own.
3 Exercise is every bit as important as what you eat. OR What you eat is every bit as important as exercise.
4 I rang him but for some reason he didn't answer. OR I rang him but he didn't answer for some reason.
5 How much did they charge you, if you don't mind me asking?
6 It's great to let your hair down after a hard week. OR After a hard week, it's great to let your hair down.

Unit 61

1 1 pick and **choose**
2 **back** to front
3 aims and **objectives**
4 hustle and **bustle**
5 back and **forth**
6 **bright** and cheerful
7 rules and **regulations**
8 trial and **error**

Unit 62

1 1 good 2 quiet 3 dry 4 strong 5 red 6 dream 7 sieve 8 log

Unit 63

1 do away with / abolish
own up / confess
crop up / happen unexpectedly
take sth apart / dismantle
take sb in / deceive
drag sth out / prolong
hit back / retaliate
butt in / interrupt
turn up / arrive

Unit 64

1 *These phrases are correct:*
1 As a matter of fact
2 on the whole / by and large, Mind you, to be honest
3 at any rate / anyhow, incidentally
4 alternatively
5 I agree / It's true, even so
6 Besides

Unit 65

1 1 so/thereabouts
2 odd / something / or thereabouts
3 region
4 somehow
5 take
6 something
7 stuff
8 lines

Unit 66

1 1 Live and let live.
2 Easier said than done.
3 Two heads are better than one.
4 Once bitten, twice shy.
5 Blood is thicker than water.
6 Two wrongs don't make a right.

2 1 money 2 no, good 3 sleeping 4 merrier 5 safe, sorry 6 come, served 7 practice 8 sight, mind

Written English

Unit 67

1 straightforward / easy to understand
complicated/convoluted
abrupt/brusque
unnecessary/superfluous
relevant/pertinent

Unit 68

1 albeit, although
prior to, before
notwithstanding, in spite of
in view of, considering
thus, therefore

Unit 69

1 evaluate, evaluation
condemn, condemnation
assert, assertion
summarize, summary
hypothesize, hypothesis
justify, justification
exemplify, example
outline, outline

2 1 N 2 N 3 Y 4 Y 5 N 6 Y 7 N 8 N

Unit 70

1 1 depict 2 convey 3 mercy 4 embody 5 alien 6 downfall 7 portrayal 8 protagonist 9 betray 10 synopsis
The word in the grey squares is 'commentary'.

Unit 71

1
1 **not** usually fully understood
2 ~~describing~~ doing
3 ~~largest~~ smallest
4 ~~not~~
5 ~~declines~~ changes
6 ~~replace~~ copy
7 ~~un~~successfully
8 ~~weak~~ strong

2
1 hypothesize
2 hereditary
3 scrutinize
4 defective
5 unbiased
6 verification
7 immunity
8 molecular

Unit 72

1
1 The central core of a building is often made of reinforced **concrete**.
2 Large steel **girders** are placed between the vertical columns to hold the building together.
3 The exterior walls are made by attaching **panels** made of glass or metal to the building.
4 Skyscrapers undergo rigorous tests to **determine/establish/assess** whether they can withstand high winds.
5 All support beams are lifted by **cranes** and then put in place.
6 The design has to **comply** with strict safely regulations before construction begins.
7 All buildings have to conform to physical **constraints** imposed by climate and geology.
8 Mechanical devices may be added to **counteract** or resist motion.
9 All construction has to go through the most **stringent/rigorous/thorough** safety checks.
10 The building's support columns are usually **anchored** in the footings.

Unit 73

1
1 bed and breakfast
2 please turn over
3 headquarters
4 closed-circuit television
5 do-it-yourself
6 chief executive officer
7 politically correct
8 care of
9 for the attention of
10 intelligence quotient
11 estimated time of arrival
12 tender loving care

Aspects of language

Unit 74

1
1 ~~advised~~
2 ~~advantaged~~
3 ~~virus~~
4 ~~similar, place~~
5 ~~handled~~

Unit 75

1
1 The hurricane is **intensifying** as it heads towards land.
2 This income is **tax-free**.
3 This kind of vegetation **characterizes** the region.
4 The building contains a system which **purifies** the air.
5 The studio is **soundproof**.
6 He needs to **clarify** his intentions.
7 If you leave that in the sun, it will just **solidify**.
8 The plan I've devised is **foolproof**.

Unit 76

1
1 to
2 for
3 on
4 over
5 to
6 for
7 on
8 for

Unit 77

1
1 ~~passing~~
2 ~~choice~~
3 ~~the contrary~~
4 ~~discussion~~
5 ~~danger~~

Unit 78

1
1 weird
2 eminent
3 dejected
4 inconceivable
5 comprehensive
6 tasteless
7 negligent
8 perplexed
9 naked

Unit 79

1
1 purely
2 invariably
3 briefly
4 virtually
5 indirectly
6 ultimately
7 apparently
8 officially

2
1 a
2 b
3 a and b
4 a and b
5 a
6 b

Unit 80

1 *Possible answers:*
1 's unintelligent
2 's got very poor eyesight.
3 're dismissing/sacking people
4 our own side
5 's dead OR 's been killed by the vet
6 can't hear (very well) OR 's rather deaf
7 stole it
8 ordinary citizens/people have been killed/ injured

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VOWELS: æ cat | ɑː father | e ten | ɜː bird | ə about | ɪ sit | iː see | i many | ɒ got | ɔː saw | ʌ up | ʊ put | uː too | u actual | aɪ my | aʊ now | eɪ say | əʊ go | ɔɪ boy | ɪə near | eə hair | ʊə pure

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be in poor taste /ˌbiː ɪn ˌpɔː ˈteɪst/ 19
be in the driving seat /ˌbiː ɪn ðə ˈdraɪvɪŋ ˌsiːt/ 42
be in the red /ˌbiː ɪn ðə ˈred/ 48
be in two minds about /ˌbiː ɪn ˌtuː ˈmaɪndz əˌbaʊt/ 2
be into sth /ˌbiː ˌɪntə ˈ.../ 58
be locked in battle /ˌbi ˌlɒkt ɪn ˈbætl/ 39
be off /ˌbiː ˈɒf/ 25
be on top /ˌbiː ˌɒn ˈtɒp/ 23
be on your best behaviour /ˌbiː ˌɒn jɔː ˌbest bɪˈheɪvjə(r)/ 19
be out of hand /ˌbiː ˌaʊt əv ˈhænd/ 49
be out of your depth /ˌbiː ˌaʊt əv ˌjɔː ˈdepθ/ 42
be overdrawn /ˌbiː əʊvəˈdrɔːn/ 48
be overwhelmed by /ˌbiː əʊvəˈwelmd baɪ/ 43
be past it /ˌbi ˈpɑːst ɪt/ 56
be promoted /ˌbi prəˈməʊtɪd/ 23
be put out /ˌbi ˌpʊt ˈaʊt/ 19
be reconciled with /ˌbi ˈrekənsaɪld wɪð/ 63
be referred to sb /ˌbi rɪˈfɜːd tə ,.../ 33
be relegated /ˌbi ˈrelɪgeɪtɪd/ 23
be the last thing on sb's mind /ˌbi ðə ˌlɑːst ˌθɪŋ ɒn ,... ˈmaɪnd/ 2
be thrown in at the deep end /ˌbi ˌθrəʊn ˌɪn ət ðə ˈdiːp ˌend/ 42
be tied up /ˌbi ˌtaɪd ˈʌp/ 2
be under siege /ˌbiː ˌʌndə ˈsiːdʒ/ 43
be uprooted /ˌbiː ʌpˈruːtɪd/ 32
beam /biːm/ 72
bean sprouts /ˈbiːn ˌspraʊts/ 20
bear sth in mind /ˌbeə ,... ɪn ˈmaɪnd/ 8
beat /biːt/ 20
beautiful /ˈbjuːtɪfl/ 21
beauty is only skin-deep /ˌbjuːti ɪz ˌəʊnli ˌskɪn ˈdiːp/ 66
bee /biː/ 10
beep N, V /biːp/ 10
beetroot /ˈbiːtruːt/ 20, 62
before sb's time /bɪˌfɔː ,... ˈtaɪm/ 57
beforehand /bɪˈfɔːhænd/ 26
behalf *as in* on behalf of sb 34
behaviour *as in* be on your best behaviour 19
behind *as in* be behind sb/sth 54
behind closed doors /bɪˌhaɪnd ˌkləʊzd ˈdɔːz/ 39
behind sb's back /bɪˌhaɪnd ,... ˈbæk/ 16
behind the scenes /bɪˌhaɪnd ðə ˈsiːnz/ 39

CONSONANTS: b **bad** | d **did** | f **fall** | g **get** | h **hat** | j **yes** | k **cat** | l **leg** | m **man** | n **now** | p **pen** | r **red** | s **see** | t **tea** | v **van** | w **wet** | z **zoo** | ʃ **shoe** | ʒ **vision** | tʃ **chain** | dʒ **jam** | θ **thin** | ð **this** | ŋ **sing**

behind the times /bɪˌhaɪnd ðə 'taɪmz/ 57
believe it or not /bɪˌliːv ɪt ɔː 'nɒt/ 60
belt *as in* tighten your belt 46
bending /'bendɪŋ/ 9
beneficial effect /benɪˌfɪʃl ɪ'fekt/ 18
benefits /'benɪfɪts/ 44
bereaved /bɪ'riːvd/ 77
besides /bɪ'saɪdz/ 64
best *as in* the best of both worlds 60
best *as in* the best thing 59
bet *as in* your best bet 59
betray /bɪ'treɪ/ 70
betrayal /bɪ'treɪəl/ 70
better late than never /ˌbetə ˌleɪt ðən 'nevə(r)/ 66
better safe than sorry /ˌbetə ˌseɪf ðən 'sɒri/ 66
better still /ˌbetə 'stɪl/ 28
bfn (= bye for now) 73
bias /'baɪəs/ 71
biased /'baɪəst/ 71
bid N, V /bɪd/ 38, 46
bid *as in* make a bid for 46
big chance /ˌbɪg 'tʃɑːns/ 23
bigoted /'bɪgətɪd/ 3
birth *as in* give birth 41
birth certificate /'bɜːθ səˌtɪfɪkət/ 3
birth rate /'bɜːθ ˌreɪt/ 30
bit of a drag /ˌbɪt əv ə 'dræg/ 58
bite your fingernails /ˌbaɪt jɔː 'fɪŋgəneɪlz/ 8
bizarre /bɪ'zɑː(r)/ 78
blame *as in* take the blame 4
bland /blænd/ 12
blast /blɑːst/ 38
blazing row /ˌbleɪzɪŋ 'raʊ/ 39
blink V /blɪŋk/ 11
blister /'blɪstə(r)/ 13
block spam /ˌblɒk 'spæm/ 31
bloke /bləʊk/ 58
blood is thicker than water /ˌblʌd ɪz ˌθɪkə ðən 'wɔːtə(r)/ 66
blood pressure /'blʌd ˌpreʃə(r)/ 13
blow /bləʊ/ 38
blow sth out of proportion /ˌbləʊ ,... ˌaʊt əv prə'pɔːʃn/ 50
blunt /blʌnt/ 67
blurred vision /ˌblɜːd 'vɪʒn/ 11
boast V /bəʊst/ 10
boat *as in* rock the boat 42
body /'bɒdi/ 5, 67
boil down to sth /'bɔɪl ˌdaʊn tə ,.../ 52
bolt V, N /bɒlt/ 72
bond /bɒnd/ 16
bone /bəʊn/ 62
bonus /'bəʊnəs/ 44
book *as in* don't judge a book by its cover 14
boom *as in* economic boom 47
boost N, V /buːst/ 38
boost morale /ˌbuːst mə'rɑːl/ 45
bored out of your mind /ˌbɔːd ˌaʊt əv jɔː 'maɪnd/ 22
bored stiff /ˌbɔːd 'stɪf/ 22
bored to death /ˌbɔːd tə 'deθ/ 22
bored to tears /ˌbɔːd tə 'tɪəz/ 22
boring /'bɔːrɪŋ/ 22
boss *as in* your own boss 45
bottle sth up /ˌbɒtl ,... 'ʌp/ 15
bounce back /ˌbaʊns 'bæk/ 47
brace /breɪs/ 7
bracket N /'brækɪt/ 72
braise /breɪz/ 20
branch /brɑːntʃ/ 37
brand new /ˌbrænd 'njuː/ 55
brave /breɪv/ 17
bravery /'breɪvəri/ 17
breadwinner /'bredwɪnə(r)/ 20
break /breɪk/ 57
break down /ˌbreɪk 'daʊn/ 3
break into a gallop /ˌbreɪk ˌɪntuː ə 'gæləp/ 9
break off from sth /ˌbreɪk 'ɒf frəm ,.../ 49
break out /ˌbreɪk 'aʊt/ 3, 4
break the deadlock /ˌbreɪk ðə 'dedlɒk/ 50
break up /ˌbreɪk 'ʌp/ 3
break-up /'breɪk ˌʌp/ 3
breakdown /'breɪkdaʊn/ 3
breaking point /'breɪkɪŋ ˌpɔɪnt/ 43
breakthrough /'breɪkθruː/ 56
breath *as in* don't hold your breath 59
breathtaking /'breθteɪkɪŋ/ 11
breed /briːd/ 29
bribe V /braɪb/ 61
bribery /'braɪbəri/ 61
brief summary /ˌbriːf 'sʌməri/ 4
briefly /'briːfli/ 79
bright *as in* not exactly bright 80
bright and cheerful /ˌbraɪt ən 'tʃɪəfl/ 61
brilliant /'brɪliənt/ 22
bring sb somewhere /'brɪŋ ,... ˌsʌmweə(r)/ 2
bring sth about /ˌbrɪŋ ,... ə'baʊt/ 27
bring sth up /ˌbrɪŋ ,... 'ʌp/ 63
broad-minded /ˌbrɔːd 'maɪndɪd/ 3
broadcast V /'brɔːdkɑːst/ 41
broadly speaking /'brɔːdli ˌspiːkɪŋ/ 64
broadsheet /'brɔːdʃiːt/ 41
broke /brəʊk/ 58
broken home /ˌbrəʊkən 'həʊm/ 18
browse /braʊz/ 25
browser /'braʊzə(r)/ 31
brusque /bruːsk/ 67
btw (= by the way) 73
bubble /'bʌbl/ 47
buck *as in* pass the buck 50
budget N /'bʌdʒɪt/ 34
budget N, V /'bʌdʒɪt/ 48
bug /bʌg/ 58
build up /ˌbɪld 'ʌp/ 48
built-up /ˌbɪlt 'ʌp/ 3
bulb (= light bulb) /bʌlb/ 28
bulb (= plant) /bʌlb/ 24
bullet-proof /'bʊlɪt ˌpruːf/ 75
bully N, V /'bʊli/ 17
bump into sb /'bʌmp ˌɪntə ,.../ 63
bumpy ride /ˌbʌmpi 'raɪd/ 47
buoyant /'bɔɪənt/ 47
burden *as in* debt burden 47
burst into flames /ˌbɜːst ˌɪntə 'fleɪmz/ 4
burst into tears /ˌbɜːst ˌɪntə 'tɪəz/ 4
bury your head in the sand /ˌberi ˌjɔː ˌhed ɪn ðə 'sænd/ 50
bush /bʊʃ/ 24
butt in /ˌbʌt 'ɪn/ 63
butterfly /'bʌtəflaɪ/ 24
buy sth on impulse /ˌbaɪ ,... ɒn 'ɪmpʌls/ 25
buzz V /bʌz/ 10
buzz about /ˌbʌz ə'baʊt/ 10
by and large /ˌbaɪ ən 'lɑːdʒ/ 64
by any chance /ˌbaɪ ˌeni 'tʃɑːns/ 60
by chance *as in* purely by chance 70
by choice /ˌbaɪ 'tʃɔɪs/ 77
by common consent /ˌbaɪ ˌkɒmən kən'sent/ 36
by means of /ˌbaɪ 'miːnz əv/ 77
by mutual consent /ˌbaɪ ˌmjuːtʃuəl kən'sent/ 36
by the way /ˌbaɪ ðə 'weɪ/ 64

c (= see) 73
cake *as in* have your cake and eat it 20
cake *as in* sell like hot cakes 62
calculate /'kælkjuleɪt/ 48
calculation /kælkju'leɪʃn/ 48
call sth off /ˌkɔːl ,... 'ɒf/ 63
camcorder /'kæmkɔːdə(r)/ 31
cancel /'kænsl/ 63
canteen /kæn'tiːn/ 44
capital punishment /ˌkæpɪtl 'pʌnɪʃmənt/ 36
capitalism /'kæpɪtəlɪzəm/ 42
capitalist /'kæpɪtəlɪst/ 42
capitulate /kə'pɪtʃuleɪt/ 18
captivity *as in* in captivity 29
car chase /'kɑː ˌtʃeɪs/ 9
carbon footprint /ˌkɑːbən 'fʊtprɪnt/ 28
carried away *as in* be/get carried away 26
carry out (= implement) /ˌkæri 'aʊt/ 27
carry out (a procedure) /ˌkæri 'aʊt/ 30
carry out (a survey) /ˌkæri 'aʊt/ 41
case *as in* in any case 64
cashews /'kæʃuːz, kæ'ʃuːz/ 20
casserole /'kæsərəʊl/ 20
cast /kɑːst/ 22
casualty /'kæʒuəlti/ 53
catch /kætʃ/ 63
catch a glimpse of /ˌkætʃ ə 'glɪmps əv/ 11
catch fire /ˌkætʃ 'faɪə(r)/ 4
catch sb out /ˌkætʃ ,... 'aʊt/ 53
catch sight of /ˌkætʃ 'saɪt əv/ 11
cause /kɔːz/ 27
caution V /'kɔːʃn/ 35
cautious /'kɔːʃəs/ 15
CCTV (= closed circuit television) /ˌsiː ˌsiː ˌtiː 'viː/ 73
cease /siːs/ 38

celeb /sə'leb/ 41
celebrity /sə'lebrəti/ 41
cell (= prison cell) /sel/ 36
cell (e.g. blood cell) /sel/ 71
centre party /'sentə ˌpɑːti/ 42
CEO (= chief executive officer) /ˌsiː ˌiː 'əʊ/ 73
certificate *as in* birth certificate 3
chain of events /ˌtʃeɪn əv ɪ'vents/ 52
chair N, V /tʃeə(r)/ 34
chairman /'tʃeəmən/ 34
chairperson /'tʃeəpɜːsn/ 34
chairwoman /'tʃeəwʊmən/ 34
chalk *as in* like chalk and cheese 20
chance /tʃɑːns/ 23
chance *as in* by any chance 60
chance *as in* purely by chance 79
chance *as in* take a chance on sth 40
change /tʃeɪndʒ/ 27
channel of communication /ˌtʃænl əv kəmjuːnɪ'keɪʃn/ 54
chaos *as in* total/utter chaos 4
character /'kærəktə(r)/ 14
characteristic /kærəktə'rɪstɪk/ 75
characterize /'kærəktəraɪz/ 75
charge N, V /tʃɑːdʒ/ 9
charge sth /'tʃɑːdʒ ˌ.../ 28
charge sth up /ˌtʃɑːdʒ ˌ... 'ʌp/ 28
charger /'tʃɑːdʒə(r)/ 28
charisma /kə'rɪzmə/ 14
charismatic /kærɪz'mætɪk/ 14
charity /'tʃærəti/ 34
charity begins at home /ˌtʃærəti bɪˌgɪnz ət 'həʊm/ 66
charity organization /'tʃærəti ɔːgənaɪˌzeɪʃn/ 34
charm /tʃɑːm/ 21
charming /'tʃɑːmɪŋ/ 21
chase N, V /tʃeɪs/ 9
chatterbox /'tʃætəbɒks/ 14
chatty /'tʃæti/ 14
cheek (= rude behaviour) /tʃiːk/ 19, 58
cheeky /'tʃiːki/ 19
cheerful *as in* bright and cheerful 61
cheers /tʃɪəz/ 58
cheese *as in* like chalk and cheese 20
chemical weapon /ˌkemɪkl 'wepən/ 37
chemotherapy /kiːməʊ'θerəpi/ 30
chickens *as in* don't count your chickens 20
chief /tʃiːf/ 38
chief constable /ˌtʃiːf 'kʌnstəbl/ 35
chiefly /'tʃiːfli/ 79
childcare /'tʃaɪldkeə(r)/ 44
childish /'tʃaɪldɪʃ/ 78
childlike /'tʃaɪldlaɪk/ 78
childproof /'tʃaɪldˌpruːf/ 75
chill out /ˌtʃɪl 'aʊt/ 21
chocoholic /tʃɒkə'hɒlɪk/ 25
choice *as in* by choice 77
choose *as in* pick and choose 61
chop V /tʃɒp/ 20
chopsticks /'tʃɒpstɪks/ 19
chore /tʃɔː(r)/ 24
chronic /'krɒnɪk/ 40
chubby /'tʃʌbi/ 7
chubby cheeks /ˌtʃʌbi 'tʃiːks/ 7
cinnamon /'sɪnəmən/ 20
circumstance /'sɜːkəmstɑːns/ 5
citizen /'sɪtɪzn/ 34
city-wide /'sɪti ˌwaɪd/ 34
civil /'sɪvl/ 37
civilian N, ADJ /sə'vɪliən/ 37
claim V /kleɪm/ 63, 69
clap /klæp/ 22
clarify /'klærəfaɪ/ 75
class *as in* lower/middle/upper/ working class 19
classic example /'klæsɪk ɪgˌzɑːmpl/ 4
classified /'klæsɪfaɪd/ 74
clean *as in* spotlessly clean 33
clear /klɪə(r)/ 29
clear sb of /'klɪə ˌ... əv/ 38
clear sth up /ˌklɪə ˌ... 'ʌp/ 26
clear up /ˌklɪər 'ʌp/ 26
clearly /'klɪəli/ 79
clenched fist /ˌklentʃt 'fɪst/ 8
cliché /'kliːʃeɪ/ 22
clichéd /'kliːʃeɪd/ 22
clinch V /klɪntʃ/ 46
clinical trial /ˌklɪnɪkl 'traɪəl/ 33
clip N /klɪp/ 31, 76
clique /kliːk/ 26
cliquey /'kliːki/ 26
close to tears /ˌkləʊs tə 'tɪəz/ 15
closure /'kləʊʒə(r)/ 50
clue *as in* I haven't a clue 59
c/o /'keər əv/ 73
coarse /kɔːs/ 17
cobbled streets /'kɒbld ˌstriːts/ 21
cock /kɒk/ 10
coerce /kəʊ'ɜːs/ 52
coercion /kəʊ'ɜːʃn/ 52
coffee break /'kɒfi ˌbreɪk/ 57
coherence /kəʊ'hɪərəns/ 69
coherent /kəʊ'hɪərənt/ 69
coincide with /kəʊɪn'saɪd wɪð/ 31
coincidence /kəʊ'ɪnsɪdəns/ 31
colander /'kʌləndə(r)/ 20
collaboration /kəlæbə'reɪʃn/ 45
collateral damage /kəˌlætərəl 'dæmɪdʒ/ 80
collocation /kɒlə'keɪʃn/ 4
combat /'kɒmbæt/ 37
combination /kɒmbɪ'neɪʃn/ 8
combine /kəm'baɪn/ 8
come across as /'kʌm əˌkrɒs əz/ 14
come bottom /ˌkʌm 'bɒtəm/ 56
come in /ˌkʌm 'ɪn/ 2
come into effect /ˌkʌm ˌɪntuː ɪ'fekt/ 52
come into sight /ˌkʌm ˌɪntə 'saɪt/ 11
come into view /ˌkʌm ˌɪntə 'vjuː/ 11
come top /ˌkʌm 'tɒp/ 56
come under attack /ˌkʌm ˌʌndər ə'tæk/ 39
come under fire /ˌkʌm ˌʌndə 'faɪə(r)/ 39
come unstuck /ˌkʌm ʌn'stʌk/ 56
come up /ˌkʌm 'ʌp/ 54, 63
come with /'kʌm ˌwɪð/ 2
comeback /'kʌmbæk/ 56
command N /kə'mɑːnd/ 69
command V /kə'mɑːnd/ 37
comment /'kɒment/ 19
commentary /'kɒməntri/ 70
commercial /kə'mɜːʃl/ 79
commercialize /kə'mɜːʃəlaɪz/ 75
commercially /kə'mɜːʃəli/ 79
commit /kə'mɪt/ 6
commitment /kə'mɪtmənt/ 6
common goal /ˌkɒmən 'gəʊl/ 45
communicate with /kə'mjuːnɪkeɪt ˌwɪð/ 63
communism /'kɒmjunɪzəm/ 42
companionship /kəm'pænjənʃɪp/ 70
company /'kʌmpəni/ 26
comparable /'kɒmpərəbl/ 6
compare /kəm'peə(r)/ 6
compatible with /kəm'pætəbl ˌwɪð/ 76
compensate for /'kɒmpənseɪt ˌfɔː(r), fə(r)/ 63
compilation /kɒmpɪ'leɪʃn/ 76
complementary medicine /kɒmplɪˌmentri 'medsn/ 33
complex /'kɒmpleks/ 76
compliance /kəm'plaɪəns/ 72
compliment N, V /'kɒmplɪmənt/ 16
complimentary /kɒmplɪ'mentri/ 16
comply with /kəm'plaɪ ˌwɪð/ 72
compose /kəm'pəʊz/ 37
composed *as in* be composed of 37
compost /'kɒmpɒst/ 24
comprehensible /kɒmprɪ'hensəbl/ 78
comprehensive /kɒmprɪ'hensɪv/ 44, 78
comprise /kəm'praɪz/ 37
compulsive /kəm'pʌlsɪv/ 25
con V /kɒn/ 58
conceal /kən'siːl/ 7
conceited /kən'siːtɪd/ 14
conceivable /kən'siːvəbl/ 78
concept /'kɒnsept/ 74
concern *as in* main/principal/growing concern 4
concerned *as in* as far as sth is concerned 79
concerning /kən'sɜːnɪŋ/ 67, 68
concerted effort /kənˌsɜːtɪd 'efət/ 4
concise /kən'saɪs/ 67
conclude /kən'kluːd/ 69
concluding /kən'kluːdɪŋ/ 78
conclusion /kən'kluːʒn/ 69
conclusions *as in* jump/leap to conclusions 8
conclusive /kən'kluːsɪv/ 78
concrete /'kɒŋkriːt/ 72
condemn /kən'dem/ 69
condemnation /kɒndem'neɪʃn/ 69
condition /kən'dɪʃn/ 30
condolences /kən'dəʊlənsɪz/ 67
condone /kən'dəʊn/ 69
conduct (a survey) /kən'dʌkt/ 41
conference /'kɒnfərəns/ 69
confess /kən'fes/ 6, 63
confession /kən'feʃn/ 6
confide in /kən'faɪd ˌɪn/ 16
confidential /kɒnfɪ'denʃl/ 33

CONSONANTS: b **bad** | d **did** | f **fall** | g **get** | h **hat** | j **yes** | k **cat** | l **leg** | m **man** | n **now** | p **pen** | r **red** | s **see** | t **tea** | v **van** | w **wet** | z **zoo** | ʃ **shoe** | ʒ **vision** | tʃ **chain** | dʒ **jam** | θ **thin** | ð **this** | ŋ **sing**

confidentiality /kɒnfɪdenʃi'æləti/ 33
confine /kən'faɪn/ 36
confined *as in* be confined to bed / a wheelchair 30
confinement /kən'faɪnmənt/ 36
conflicting /kən'flɪktɪŋ/ 47
confound /kən'faʊnd/ 53
confront /kən'frʌnt/ 54
conscientious /kɒnʃi'enʃəs/ 14
conscription /kən'skrɪpʃn/ 37
consent N, V /kən'sent/ 36
consent *as in* by common/mutual consent 36
consequences /'kɒnsɪkwənsɪz/ 52
conservation /kɒnsə'veɪʃn/ 28
Conservative /kən'sɜ:vətɪv/ 42
conserve /kən'sɜ:v/ 28
consider /kən'sɪdə(r)/ 19
considerable /kən'sɪdərəbl/ 37
considerable difficulty /kən,sɪdərəbl 'dɪfɪkəlti/ 4
considerably /kən'sɪdərəbli/ 37
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curb V /kɜ:b/ 38
cure N, V /kjʊə(r)/ 30
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curt /kɜ:t/ 67
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cute /kju:t/ 7
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dank /dæŋk/ 12
dare V /deə(r)/ 40
darling /'dɑ:lɪŋ/ 58
dash N, V /dæʃ/ 9
date *as in* out of / up to date 55
date *as in* set a date 50
dated /'deɪtɪd/ 1
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deadly weapon /,dedli 'wepən/ 37
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decay *as in* fall into decay 55
deceit /dɪ'si:t/ 53
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deceive yourself /dɪ'si:v jɔ:,self/ 53
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deception /dɪ'sepʃn/ 53
deceptive /dɪ'septɪv/ 14
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declare war /dɪ,kleə 'wɔ:(r)/ 53
declassified /di:'klæsɪfaɪd/ 74
decline *as in* gradual/steady decline 29
dedicate /'dedɪkeɪt/ 17
dedicated /'dedɪkeɪtɪd/ 17
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deep end /'di:p ,end/ 42
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deficit /'defɪsɪt/ 48
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VOWELS: æ cat | ɑ: father | e ten | ɜ: bird | ə about | ɪ sit | i: see | i many | ɒ got | ɔ: saw | ʌ up | ʊ put | u: too | u actual | aɪ my | aʊ now | eɪ say | əʊ go | ɔɪ boy | ɪə near | eə hair | ʊə pure

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depict /dɪ'pɪkt/ 70
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deport /dɪ'pɔ:t/ 32
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deprived /dɪ'praɪvd/ 18
depth /depθ/ 42
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derogatory /də'rɒgətri/ 1
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detain /dɪ'teɪn/ 35
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deviate /'di:vieɪt/ 36
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device /dɪ'vaɪs/ 55
devise /dɪ'vaɪz/ 9
diagnose /'daɪægnəʊz/ 30
diagnosis /daɪæg'nəʊsɪs/ 30
diagnostic /daɪəg'nɒstɪk/ 30
diarrhoea /daɪə'rɪə/ 13
die down /ˌdaɪ 'daʊn/ 4
die out /ˌdaɪ 'aʊt/ 29
difference *as in* make a difference 52
different *as in* entirely different 4
differentiate /dɪfə'renʃieɪt/ 37
difficulty *as in* great difficulty 4
diffident /'dɪfɪdənt/ 14
dig /dɪg/ 24
dignified /'dɪgnɪfaɪd/ 17
dignity /'dɪgnəti/ 17
dilapidated /dɪ'læpɪdeɪtɪd/ 55
din /dɪn/ 58
dire /'daɪə(r)/ 22
direction *as in* head in the right/ wrong direction 42
directly /də'rektli, dɪ-, daɪ-/ 79
disadvantaged /dɪsəd'vɑ:ntɪdʒd/ 74
disappear from sight /dɪsəˌpɪə frəm 'saɪt/ 11
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disapproving /dɪsə'pru:vɪŋ/ 1
discard /dɪs'kɑ:d/ 13
discharge sb /dɪs'tʃɑ:dʒ ˌ.../ 33
disclose /dɪs'kləʊz/ 15
disclosure /dɪs'kləʊʒə(r)/ 15
discomfort /dɪs'kʌmfət/ 11
discourteous /dɪs'kɜ:tiəs/ 19
discreet /dɪ'skri:t/ 7
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discrimination /dɪskrɪmɪ'neɪʃn/ 32
discursive /dɪs'kɜ:sɪv/ 69
discussion *as in* under discussion 77
disgrace /dɪs'greɪs/ 19
disgraceful /dɪs'greɪsfl/ 19
disgusting /dɪs'gʌstɪŋ/ 12, 58
dislike *as in* take an instant dislike to 16
dislocate /'dɪsləkeɪt/ 13
dismantle /dɪs'mæntl/ 63
disorder /dɪs'ɔ:də(r)/ 13
disorientated /dɪs'ɔ:riənteɪtɪd/ 40
display N, V /dɪ'spleɪ/ 8
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dispose of sth /dɪ'spəʊz əv ˌ.../ 28
dispute N /dɪ'spju:t/ 50
dispute *as in* settle a dispute 4, 50
disregard N /dɪsrɪ'gɑ:d/ 76
disrepair *as in* fall into disrepair 55
disrespectful /dɪsrɪ'spektfl/ 19
disrupt /dɪs'rʌpt/ 45
disruptive /dɪs'rʌptɪv/ 45
dissolve /dɪ'zɒlv/ 13
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distant /'dɪstənt/ 14
distinction *as in* make a distinction 37
distinguish between /dɪ'stɪŋgwɪʃ bɪˌtwi:n/ 37
distinguished /dɪ'stɪŋgwɪʃt/ 78
distort /dɪ'stɔ:t/ 53
distract sb from sth /dɪ'strækt ˌ... frəm ˌ.../ 25
distracted *as in* be distracted by sth 25
distribute /dɪ'strɪbju:t/ 42
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diversity /daɪ'vɜ:səti/ 37
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DIY (= do-it-yourself) /ˌdi: ˌaɪ 'waɪ/ 73
do N /du:/ 26, 58
do V /du:/ 2
do *as in* inclined to do sth 50
do a search /ˌdu: ə 'sɜ:tʃ/ 31
do away with /ˌdu: ə'weɪ ˌwɪð/ 63
do for /'du: ˌfɔ:(r), fə(r)/ 2
do no such thing /ˌdu ˌnəʊ ˌsʌtʃ 'θɪŋ/ 4
do sb a favour /ˌdu ˌ... ə 'feɪvə(r)/ 5
do sth at the last minute /ˌdu ˌ... ət ðə ˌlɑ:st 'mɪnɪt/ 57
do sth up /ˌdu ˌ... 'ʌp/ 55
do the weeding /ˌdu ðə 'wi:dɪŋ/ 24
do your fair share /ˌdu jɔ: ˌfeə 'ʃeə(r)/ 18
doddery /'dɒdəri/ 7
dodgy /'dɒdʒi/ 58
domestic /də'mestɪk/ 37
dominant /'dɒmɪnənt/ 23
dominate /'dɒmɪneɪt/ 23
don't ask me /ˌdəʊnt ˌɑ:sk 'mi:/ 59
don't count your chickens /ˌdəʊnt ˌkaʊnt jə 'tʃɪkɪnz/ 20
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don't hold your breath /ˌdəʊnt ˌhəʊld jə 'breθ/ 59
don't judge a book by its cover /ˌdəʊnt ˌdʒʌdʒ ə ˌbʊk ˌbaɪ ɪts 'kʌvə(r)/ 14
don't you dare /ˌdəʊnt ju: 'deə(r)/ 40
donor /'dəʊnə(r)/ 30
doors *as in* behind closed doors 39
dosage /'dəʊsɪdʒ/ 13
dose /dəʊs/ 13
down-to-earth /ˌdaʊn tu 'ɜ:θ/ 14
downfall /'daʊnfɔ:l/ 70
downhill *as in* go downhill 56
download V /daʊn'ləʊd/ 31
downright /'daʊnraɪt/ 19
downs *as in* ups and downs 16
downsize /daʊn'saɪz/ 80
downsizing /daʊn'saɪzɪŋ/ 80
downwards /'daʊnwədz/ 19
draft *as in* the draft 37
drag /dræg/ 58
drag sth out /ˌdræg ... 'aʊt/ 63
drain V /dreɪn/ 20
drastic /'dræstɪk/ 40
draw /drɔ:/ 23
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drawback /'drɔ:bæk/ 45
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drawn *as in* be drawn against 23
drawn *as in* be drawn to 14
dream /dri:m/ 62
dream up /ˌdri:m 'ʌp/ 31
dress *as in* fancy dress 3
dried fruit /ˌdraɪd 'fru:t/ 20
drive sb crazy /ˌdraɪv ˌ... 'kreɪzi/ 52
drive sb insane /ˌdraɪv ˌ... ɪn'seɪn/ 52
drive sb mad /ˌdraɪv ˌ... 'mæd/ 52
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drown sth out /ˌdraʊn ˌ... 'aʊt/ 26
drowsiness /'draʊzɪnəs/ 13
drowsy /'draʊzi/ 13

CONSONANTS: b **bad** | d **did** | f **fall** | g **get** | h **hat** | j **yes** | k **cat** | l **leg** | m **man** | n **now** | p **pen** | r **red** | s **see** | t **tea** | v **van** | w **wet** | z **zoo** | ʃ **shoe** | ʒ **vision** | tʃ **chain** | dʒ **jam** | θ **thin** | ð **this** | ŋ **sing**

drug addict /'drʌg ˌædɪkt/ 25
drug-trafficking /'drʌg ˌtræfɪkɪŋ/ 35
drunk /drʌŋk/ 26
dry up /ˌdraɪ 'ʌp/ 47
dump sb /'dʌmp ˌ.../ 41
duplicate V /'dju:plɪkeɪt/ 71
during /'djʊərɪŋ/ 57
dust *as in* the dust settles 46
duty /'dju:ti/ 75
duty-free /ˌdju:ti 'fri:/ 75
dying for sth to eat /ˌdaɪɪŋ fə ˌ... tu 'i:t/ 58

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e-learning /'i: ˌlɜ:nɪŋ/ 31
earth *as in* What/Where on earth . . . ? 60
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ease V /i:z/ 11
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easy *as in* take it easy 21
easy-going /ˌi:zi 'gəʊɪŋ/ 58
eat *as in* dying for sth to eat 58
eat your words /ˌi:t jɔ: 'wɜ:dz/ 20
eco- /'i:kəʊ/ 28
eco-disaster /ˌi:kəʊ dɪz'ɑ:stə(r)/ 28
eco-friendly /ˌi:kəʊ 'frendli/ 28
eco-home /ˌi:kəʊ 'həʊm/ 28
ecology /i'kɒlədʒi/ 28
economic boom /i:kəˌnɒmɪk 'bu:m/ 47
economic migrant /i:kəˌnɒmɪk 'maɪgrənt/ 32
economic slump /i:kəˌnɒmɪk 'slʌmp/ 47
economical with the truth /i:kəˌnɒmɪkl ˌwɪð ðə 'tru:θ/ 53
economize /ɪ'kɒnəmaɪz/ 48, 75
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elapse /ɪ'læps/ 57
elated /ɪ'leɪtɪd/ 15
electrify /ɪ'lektrɪfaɪ/ 75
eligible /'elɪdʒəbl/ 34
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embodiment /ɪm'bɒdimənt/ 70
embody /ɪm'bɒdi/ 70
emerge /ɪ'mɜ:dʒ/ 39
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emigrant /'emɪgrənt/ 32
emigrate /'emɪgreɪt/ 32
emigration /emɪ'greɪʃn/ 32
eminent /'emɪnənt/ 78
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emit /ɪ'mɪt/ 28
emotion /ɪ'məʊʃn/ 6
emotive /ɪ'məʊtɪv/ 6
empirical /ɪm'pɪrɪkl/ 71
empiricism /ɪm'pɪrɪsɪzəm/ 71
employment agency /ɪm'plɔɪmənt ˌeɪdʒənsi/ 34
encl. (= enclosed) 73
enclosed /ɪn'kləʊzd/ 13
encompass /ɪn'kʌmpəs/ 37
encounter /ɪn'kaʊntə(r)/ 45
encourage /ɪn'kʌrɪdʒ/ 45
encroach /ɪn'krəʊtʃ/ 29, 45
end *as in* the end justifies the means 66
end result /ˌend rɪ'zʌlt/ 52
endangered /ɪn'deɪndʒəd/ 29
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enforce /ɪn'fɔ:s/ 27
enforcement /ɪn'fɔ:smənt/ 27
enhance /ɪn'hɑ:ns/ 7
enlist /ɪn'lɪst/ 37
enlisted /ɪn'lɪstɪd/ 37
enough *as in* strangely/oddly/curiously enough 79
enquire *as in* I am writing to enquire whether 67
enrich /ɪn'rɪtʃ/ 24
enrol /ɪn'rəʊl/ 33
ensuing /ɪn'sju:ɪŋ/ 40
ensure /ɪn'ʃʊə(r)/ 34
enter /'entə(r)/ 31
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enterprise (= project) /'entəpraɪz/ 28
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entitlement /ɪn'taɪtlmənt/ 44
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equal /'i:kwəl/ 42
equal *as in* all things being equal 60
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equalize /'i:kwəlaɪz/ 75
equally /'i:kwəli/ 42, 79
equities /'ekwətiz/ 47
era /'ɪərə/ 30, 57
eradicate /ɪ'rædɪkeɪt/ 30
error *as in* trial and error 61
escape *as in* (have a) narrow escape 4
essentially /ɪ'senʃəli/ 79
establish /ɪ'stæblɪʃ/ 72
ETA (= estimated time of arrival) /ˌi: ˌti: 'eɪ/ 73
ethnic group /ˌeθnɪk 'gru:p/ 32
ethnic minority /ˌeθnɪk maɪ'nɒrəti/ 32
etiquette /'etɪket/ 19
euphemism /'ju:fəmɪzəm/ 80
euphoric /ju:'fɒrɪk/ 15
evaluate /ɪ'væljueɪt/ 69
evaluation /ɪvælju'eɪʃn/ 69
even so /ˌi:vn 'səʊ/ 64
event /ɪ'vent/ 6
eventful /ɪ'ventfl/ 6
events *as in* sequence of events 52
every bit as /'evri ˌbɪt əz/ 60
evidently /'evɪdəntli/ 79
evil /'i:vl/ 78
evolution /i:və'lu:ʃn/ 27
evolve /ɪ'vɒlv/ 27
exacerbate /ɪg'zæsəbeɪt/ 54
exact /ɪg'zækt/ 1
exaggerate /ɪg'zædʒəreɪt/ 7
exaggeration /ɪgzædʒə'reɪʃn/ 7
example *as in* perfect example 4
example *as in* set an example 18, 50
exceed /ɪk'si:d/ 8, 13
exceed sb's expectations /ɪkˌsi:d ˌ... ˌekspek'teɪʃəns/ 13
excel /ɪk'sel/ 6
excellent /'eksələnt/ 6
exception *as in* take exception 19
exceptional /ɪk'sepʃənl/ 78
excerpt /'eksɜ:pt/ 76
excess /ɪk'ses/ 8
excess *as in* in excess of 13
excessive /ɪk'sesɪv/ 8
exchange *as in* in exchange for 77
exclusive N, ADJ /ɪk'sklu:sɪv/ 41
exclusively /ɪk'sklu:sɪvli/ 36
excruciating /ɪk'skru:ʃieɪtɪŋ/ 40
exemplary /ɪg'zempləri/ 19
exemplify /ɪg'zemplɪfaɪ/ 69, 75
exhausted /ɪg'zɔ:stɪd/ 78
exhaustive /ɪg'zɔ:stɪv/ 78
expect /ɪk'spekt/ 18
expectations *as in* exceed sb's expectations 13
expenses /ɪk'spensɪz/ 44
expire /ɪk'spaɪə(r)/ 13
expiry date /ɪk'spaɪəri ˌdeɪt/ 13
explain /ɪk'spleɪn/ 6
exploit V /ɪk'splɔɪt/ 35
exploitation /eksplɔɪ'teɪʃn/ 35
explore /ɪk'splɔ:(r)/ 69
expose /ɪk'spəʊz/ 70
extend /ɪk'stend/ 57
extensive damage /ɪkˌstensɪv 'dæmɪdʒ/ 4
extent /ɪk'stent/ 45, 64
exterior N, ADJ /ɪk'stɪəriə(r)/ 37
external /ɪk'stɜ:nl/ 37
extinct /ɪk'stɪŋkt/ 29
extinction /ɪk'stɪŋkʃn/ 29
extinguish the fire /ɪkˌstɪŋgwɪʃ ðə 'faɪə(r)/ 4
extra /'ekstrə/ 45
extract N /'ekstrækt/ 76
extraordinarily /ɪk'strɔ:dnrəli/ 22
extravagant /ɪk'strævəgənt/ 48
extreme /ɪk'stri:m/ 42
extremist /ɪk'stri:mɪst/ 42
eye V /aɪ/ 11
eye *as in* have an eye for sth 25
eye *as in* have your eye on sth 25
eye contact /'aɪ ˌkɒntækt/ 8
eye strain /'aɪ ˌstreɪn/ 11
eyesight /'aɪsaɪt/ 11
eyesore /'aɪsɔ:(r)/ 4

VOWELS: æ cat | ɑ: father | e ten | ɜ: bird | ə about | ɪ sit | i: see | i many | ɒ got | ɔ: saw | ʌ up | ʊ put | u: too | u actual | aɪ my | aʊ now | eɪ say | əʊ go | ɔɪ boy | ɪə near | eə hair | ʊə pure

fabulous /'fæbjələs/ 22
face V /feɪs/ 54
face *as in* familiar face 4
face *as in* lose face 60
face *as in* to sb's face 16
face the prospect of /'feɪs ðə ˌprɒspekt əv/ 4
face the prospect that /'feɪs ðə ˌprɒspekt ðət/ 4
face up to /'feɪs ˌʌp tə/ 54
facet /'fæsɪt/ 71
facilitate /fə'sɪlɪteɪt/ 27
fact *as in* as a matter of fact 64
fail *as in* without fail 77
fail to do sth /'feɪl tə ˌdu: ˌ.../ 51
faint ADJ /feɪnt/ 12
fair share *as in* do your fair share 18
faith /feɪθ/ 32
fall into decay /ˌfɔ:l ˌɪntə dɪ'keɪ/ 55
fall into disrepair /ˌfɔ:l ˌɪntə dɪsrɪ'peə(r)/ 55
falsehood /'fɔ:lshʊd/ 53
fame /feɪm/ 41
familiar face /fəˌmɪliə 'feɪs/ 4
familiarize /fə'mɪliəraɪz/ 75
famous last words /ˌfeɪməs ˌlɑ:st 'wɜ:dz/ 66
fancy (= be attracted to) /'fænsi/ 8
fancy (= want to do) /'fænsi/ 26
fancy dress /ˌfænsi 'dres/ 3
fao (= for the attention of) /ˌef ˌeɪ əʊ/ 73
far *as in* as far as sth is concerned 79
far *as in* so far, so good 66
far-reaching /ˌfɑ: 'ri:tʃɪŋ/ 42
fastidious /fə'stɪdiəs/ 33
fate /feɪt/ 70
faulty /'fɔ:lti/ 71
favour N /'feɪvə(r)/ 5
favour V /'feɪvə(r)/ 42
favour *as in* be in favour of 42
feather /'feðə(r)/ 62
feature /'fi:tʃə(r)/ 7
fed up with /ˌfed 'ʌp ˌwɪð/ 61
feeble /'fi:bl/ 22
feelings *as in* suppress your feelings 15
fellow ADJ /'feləʊ/ 41
fennel /'fenl/ 20
fertile /'fɜ:taɪl/ 24
fertility /fə'tɪləti/ 24
fib /fɪb/ 53
fiddle with /'fɪdl ˌwɪð/ 8
fierce criticism /ˌfɪəs 'krɪtɪsɪzəm/ 4
fight a losing battle /ˌfaɪt ə ˌlu:zɪŋ 'bætl/ 60
figurative /'fɪgərətɪv/ 1
figuratively /'fɪgərətɪvli/ 1
final /'faɪnl/ 6
final outcome /ˌfaɪnl 'aʊtkʌm/ 52
final resort /ˌfaɪnl rɪ'zɔ:t/ 60
finalize /'faɪnəlaɪz/ 6, 75
financially /faɪ'nænʃəli, fə-/ 79
findings /'faɪndɪŋz/ 41
fingernails /'fɪŋgəneɪlz/ 8
fingertips /'fɪŋgətɪps/ 12
fire /'faɪə(r)/ 4
fire *as in* come under fire 39
firearm /'faɪərɑ:m/ 35
firing *as in* in the firing line 39
firmly /'fɜ:mli/ 12
first and foremost /ˌfɜ:st ən 'fɔ:məʊst/ 61
first come, first served /ˌfɜ:st ˌkʌm ˌfɜ:st 'sɜ:vd/ 66
fish out of water /ˌfɪʃ ˌaʊt əv 'wɔ:tə(r)/ 20
fishy /'fɪʃi/ 12, 20
fist /fɪst/ 8
fit in /ˌfɪt 'ɪn/ 45
flak /flæk/ 58
flames /fleɪmz/ 4
flattering /'flætərɪŋ/ 7
flee /fli:/ 32
flirt V /flɜ:t/ 8
flood V /flʌd/ 39
flop N, V /flɒp/ 56
flourishing /'flʌrɪʃɪŋ/ 21
flower /'flaʊə(r)/ 24
focused /'fəʊkəst/ 25
folded arms /ˌfəʊldɪd 'ɑ:mz/ 8
follow /'fɒləʊ/ 6
follow in sb's footsteps /ˌfɒləʊ ɪn ˌ... 'fʊtsteps/ 17
following (= further to) /'fɒləʊɪŋ/ 67
following (= group of supporters) /'fɒləʊɪŋ/ 6
food miles /'fu:d ˌmaɪlz/ 28
food processor /'fu:d ˌprəʊsesə(r)/ 20
foolproof /'fu:lpru:f/ 75
foot *as in* not put a foot wrong 56
footings /'fʊtɪŋz/ 72
footprint *as in* carbon footprint 28
footsteps *as in* follow in sb's footsteps 17
4 (= for) 73
for some reason /fə 'sʌm ˌri:zn/ 60
for the time being /fə ðə ˌtaɪm 'bi:ɪŋ/ 57
force *as in* air force 37
forced labour /ˌfɔ:st 'leɪbə(r)/ 35
4 (= fore) 73
foregone conclusion /ˌfɔ:gɒn kən'klu:ʒn/ 59
forest fire /ˌfɒrɪst 'faɪə(r)/ 4
forever /fə'revə(r)/ 79
forge V /fɔ:dʒ/ 35
forgery /'fɔ:dʒəri/ 35
forgive /fə'gɪv/ 6
form /fɔ:m/ 23
formal /'fɔ:ml/ 69
format N /'fɔ:mæt/ 31
former ADJ /'fɔ:mə(r)/ 46
former N /'fɔ:mə(r)/ 37
formerly /'fɔ:məli/ 55
foremost *as in* first and foremost 61
foster /'fɒstə(r)/ 45
foul play /ˌfaʊl 'pleɪ/ 39
foundations /faʊn'deɪʃnz/ 42
fragrance /'freɪgrəns/ 12
fragrant /'freɪgrənt/ 12
frail /freɪl/ 7
frailty /'freɪlti/ 7
frankly /'fræŋkli/ 79
fraud /frɔ:d/ 35
freckles /'freklz/ 7
-free /fri:/ 75
free of charge /ˌfri: əv 'tʃɑ:dʒ/ 33
-friendly /'frendli/ 28
friendly fire /ˌfrendli 'faɪə(r)/ 80
friendly takeover /ˌfrendli 'teɪkəʊvə(r)/ 46
from time to time /frəm ˌtaɪm tə 'taɪm/ 57
frown on/upon /'fraʊn ˌɒn, əˌpɒn/ 19
fruit machine /'fru:t məˌʃi:n/ 3
fruity /'fru:ti/ 12
fryer *as in* deep fat fryer 20
fuel V /'fju:əl/ 46
fulfil your potential /fʊlˌfɪl ˌjɔ: pə'tenʃəl/ 56
fulfilling /fʊl'fɪlɪŋ/ 45
fully inclusive /ˌfʊli ɪn'klu:sɪv/ 6
fund /fʌnd/ 48
fundamental /fʌndə'mentl/ 37
funding /'fʌndɪŋ/ 37
funds /fʌndz/ 29
furnish /'fɜ:nɪʃ/ 6
furnished /'fɜ:nɪʃt/ 6
furniture /'fɜ:nɪtʃə(r)/ 6
further /'fɜ:ðə(r)/ 45
further to /'fɜ:ðə tə/ 67
fuss /fʌs/ 18
fyi (= for your information) 73

gadget /'gædʒɪt/ 25
gain N /geɪn/ 47
gain access to /ˌgeɪn 'ækses ˌtu:, tə/ 33
gain control of /ˌgeɪn kən'trəʊl əv/ 76
gain sb's respect /ˌgeɪn ˌ... rɪ'spekt/ 16
gale-force winds /ˌgeɪl ˌfɔ:s 'wɪndz/ 4
gallop N, V /'gæləp/ 9
gang /gæŋ/ 35
gap /gæp/ 57
garlic crusher /'gɑ:lɪk ˌkrʌʃə(r)/ 20
gatecrasher /'geɪtkræʃə(r)/ 26
gaze N, V /geɪz/ 11
gem /dʒem/ 38
gene /dʒi:n/ 29
gene pool /'dʒi:n ˌpu:l/ 29
generalization *as in* make generalizations about 8
generalize /'dʒenrəlaɪz/ 8, 75
generate /'dʒenəreɪt/ 52
genetic /dʒə'netɪk/ 71
genetics /dʒə'netɪks/ 71
gently /'dʒentli/ 12
genuine (= real) /'dʒenjuɪn/ 55
genuine (= sincere) /'dʒenjuɪn/ 67
gesture /'dʒestʃə(r)/ 8
get a scoop /ˌget ə 'sku:p/ 41
get acclimatized /ˌget ə'klaɪmətaɪzd/ 32
get accustomed /ˌget ə'kʌstəmd/ 32
get away from it all /ˌget ə'weɪ frəm ɪt ˌɔ:l/ 21
get by /ˌget 'baɪ/ 63
get carried away /ˌget ˌkærid ə'weɪ/ 26
get hold of /ˌget 'həʊld əv/ 33

CONSONANTS: b **bad** | d **did** | f **fall** | g **get** | h **hat** | j **yes** | k **cat** | l **leg** | m **man** | n **now** | p **pen** | r **red** | s **see** | t **tea** | v **van** | w **wet** | z **zoo** | ʃ **shoe** | ʒ **vision** | tʃ **chain** | dʒ **jam** | θ **thin** | ð **this** | ŋ **sing**

get nowhere /ˌget ˈnəʊweə(r)/ 59
get out of hand /ˌget ˌaʊt əv ˈhænd/ 49
get out of sth /ˌget ˈaʊt əv ˌ.../ 2
get sb down /ˌget ˌ... ˈdaʊn/ 54
get sb to do sth /ˌget ˌ... tə ˈdu: ˌ.../ 2
get somewhere /ˈget ˌsʌmweə(r)/ 59
get sth across /ˌget ˌ... əˈkrɒs/ 63
get the hang of /ˌget ðə ˈhæŋ əv/ 32
get there /ˈget ˌðeə(r)/ 59
get through /ˌget ˈθru:/ 23
get to grips with /ˌget tə ˈgrɪps ˌwɪð/ 54
get-together /ˈget təˌgeðə(r)/ 26, 58
get up sb's nose /ˌget ˌʌp ˌ... ˈnəʊz/ 14
get used to /ˌget ˈju:st ˌtu:, tə/ 32
getting on (a bit) /ˌgetɪŋ ˈɒn (ə ˌbɪt)/ 80
getting on for *as in* be getting on for 7
ghost story /ˈgəʊst ˌstɔ:ri/ 22
giant /ˈdʒaɪənt/ 77
giggle /ˈgɪgl/ 51
ginger (= colour of hair) /ˈdʒɪndʒə(r)/ 7
ginger (= spice) /ˈdʒɪndʒə(r)/ 20
girder /ˈgɜ:də(r)/ 72
give birth /ˌgɪv ˈbɜ:θ/ 41
give in /ˌgɪv ˈɪn/ 18
give or take /ˌgɪv ɔ: ˈteɪk/ 65
give sb a say /ˌgɪv ˌ... ə ˈseɪ/ 34
give sth a go /ˌgɪv ˌ... ə ˈgəʊ/ 14
give sth a try /ˌgɪv ˌ... ə ˈtraɪ/ 14
give sth away (= disclose sth) /ˌgɪv ˌ... əˈweɪ/ 15
give sth away (= lose a game, etc.) /ˌgɪv ˌ... əˈweɪ/ 23
glare N, V /gleə(r)/ 11
glimpse N, V /glɪmps/ 11
gloss over sth /ˌglɒs ˈəʊvə ˌ.../ 53
go *as in* give sth a go / have a go 14
go *as in* have a go at sb 17
go *as in* make a go of sth 56
go-ahead /ˈgəʊ əˌhed/ 38
go back /ˌgəʊ ˈbæk/ 27
go bankrupt /ˌgəʊ ˈbæŋkrʌpt/ 46
go by /ˌgəʊ ˈbaɪ/ 57
go down that road /ˌgəʊ ˌdaʊn ˌðæt ˈrəʊd/ 46
go down with /ˌgəʊ ˈdaʊn ˌwɪð/ 63
go downhill /ˌgəʊ daʊnˈhɪl/ 56
go for a hike /ˌgəʊ fər ə ˈhaɪk/ 9
go for a stroll /ˌgəʊ fər ə ˈstrəʊl/ 9
go for a wander /ˌgəʊ fər ə ˈwɒndə(r)/ 21
go from strength to strength /ˌgəʊ frəm ˌstreŋθ tə ˈstreŋθ/ 56
go in one ear and out of the other /ˌgəʊ ˌɪn ˈwʌn ˌɪər ən ˌaʊt əv ði ˈʌðə(r)/ 59
go mad /ˌgəʊ ˈmæd/ 15
go off /ˌgəʊ ˈɒf/ 12
go on and on /ˌgəʊ ˌɒn ən ˈɒn/ 18
go on at /ˌgəʊ ˈɒn ət/ 63
go out /ˌgəʊ ˈaʊt/ 4
go pear-shaped /ˌgəʊ ˈpeə ˌʃeɪpt/ 20
go red /ˌgəʊ ˈred/ 8
go to pieces /ˌgəʊ tə ˈpi:sɪz/ 23
go under /ˌgəʊ ˈʌndə(r)/ 46
go up in flames /ˌgəʊ ˌʌp ɪn ˈfleɪmz/ 4
goad V /gəʊd/ 52
goal *as in* common goal 45
goalposts *as in* move the goalposts 39
gobsmacked /ˈgɒbsmækt/ 15
gold /gəʊld/ 62
gonna /ˈgɒnə, ˈgənə/ 2
good *as in* it's no good + ing 59
good *as in* so far, so good 66
good *as in* too good to be true 60
good as new /ˌgʊd əz ˈnju:/ 55
good company /ˌgʊd ˈkʌmpəni/ 26
good laugh /ˌgʊd ˈlɑ:f/ 58
good run /ˌgʊd ˈrʌn/ 23
google sb/sth /ˈgu:gl ˌ.../ 31
gorgeous /ˈgɔ:dʒəs/ 7
gossip N, V /ˈgɒsɪp/ 17
government funding /ˌgʌvnmənt ˈfʌndɪŋ/ 37
gradual decline /ˌgrædʒuəl dɪˈklaɪn/ 29
grant /grɑ:nt/ 34
grate V /greɪt/ 20
grater /ˈgreɪtə(r)/ 20
gr8 (= great) 73
great chance /ˌgreɪt ˈtʃɑ:ns/ 23
great difficulty /ˌgreɪt ˈdɪfɪkəlti/ 4
great honour /ˌgreɪt ˈɒnə(r)/ 4
green /gri:n/ 28
grim /grɪm/ 43
gripping /ˈgrɪpɪŋ/ 22
groundbreaking /ˈgraʊndbreɪkɪŋ/ 28
grounds /graʊndz/ 35
group therapy /ˌgru:p ˈθerəpi/ 36
growing /ˈgrəʊɪŋ/ 54
growing concern /ˌgrəʊɪŋ kənˈsɜ:n/ 4
growl /graʊl/ 10
grudge N /grʌdʒ/ 76
gruelling /ˈgru:əlɪŋ/ 40
gtg (= got to go / I've got to go) 73
guarantee N, V /gærənˈti:/ 45
guard N, V /gɑ:d/ 37
guarded /ˈgɑ:dɪd/ 15
guerrilla warfare /gəˌrɪlə ˈwɔ:feə(r)/ 37
guess what! /ˌges ˈwɒt/ 60
guidelines /ˈgaɪdlaɪnz/ 7
gutted /ˈgʌtɪd/ 15
guy /gaɪ/ 58

habitat /ˈhæbɪtæt/ 29
hack into /ˈhæk ˌɪntu:, ˌɪntə/ 31
half-truth /ˈhɑ:f ˌtru:θ/ 53
halt V /hɔ:lt/ 50
hammer sb /ˈhæmə(r)/ 58
hand (= have a nice day) 73
hand *as in* be out of hand 49
hand sth over /ˌhænd ˌ... ˈəʊvə(r)/ 51
handle /ˈhændl/ 6
handling /ˈhændlɪŋ/ 6
handover /ˈhændəʊvə(r)/ 51
hands *as in* safe pair of hands 42
hang *as in* get the hang of 32
happen to /ˈhæpən tə/ 60
happen to *as in* if anything happens to sb 80
happy *as in* not entirely happy 4
happy-go-lucky /ˌhæpi ˌgəʊ ˈlʌki/ 14
hard-hit /ˌhɑ:d ˈhɪt/ 49
hard of hearing /ˌhɑ:d əv ˈhɪərɪŋ/ 80
hard-wearing /ˌhɑ:d ˈweərɪŋ/ 3
hate *as in* pet hate 51
have a go /ˌhæv ə ˈgəʊ/ 14
have a go at sb /ˌhæv ə ˌgəʊ ət ˈ.../ 17
have a narrow escape /ˌhæv ə ˌnærəʊ ɪˈskeɪp/ 4
have a say in sth /ˌhæv ə ˈseɪ ɪn ˌ.../ 34
have access to /ˌhæv ˈækses ˌtu:, tə/ 33
have an eye for sth /ˌhæv ən ˈaɪ fə ˌ.../ 25
have control over /ˌhæv kənˈtrəʊl ˌəʊvə(r)/ 76
have no desire to do sth /ˌhæv ˈnəʊ dɪˌzaɪə tə ˌdu: ˌ.../ 32
have sb/sth in mind /ˌhæv ˌ... ɪn ˈmaɪnd/ 59
have second thoughts /ˌhæv ˌsekənd ˈθɔ:ts/ 2
have your cake and eat it /ˌhæv jɔ: ˌkeɪk ən ˈi:t ˌɪt/ 20
have your eye on sth /ˌhæv jɔ:r ˈaɪ ɒn ˌ.../ 25
hay fever /ˈheɪ ˌfi:və(r)/ 13
hazard *as in* occupational hazard 36
haze /heɪz/ 11
hazy /ˈheɪzi/ 11
head V /hed/ 42
head *as in* bury your head in the sand 50
head *as in* off the top of my head 59
head *as in* two heads are better than one 66
head for /ˈhed ˌfɔ:(r), fə(r)/ 25
head in the right/wrong direction /ˌhed ɪn ðə ˌraɪt, ˌrɒŋ dəˈrekʃn, dɪ-, daɪ-/ 42
head towards /ˈhed təˌwɔ:dz/ 25
headache *as in* splitting headache 13
headquarters /hedˈkwɔ:təz/ 73
healthcare /ˈhelθkeə(r)/ 44
healthy /ˈhelθi/ 47
hearing *as in* hard of hearing 80
hearing from you *as in* I look forward to hearing from you 67
heart /hɑ:t/ 6
heart *as in* not have the heart to do sth 15
heart *as in* wear your heart on your sleeve 15
heart *as in* sb's heart is not in sth 15
heartbroken /ˈhɑ:tbrəʊkən/ 15
heartless /ˈhɑ:tləs/ 6
heat V /hi:t/ 42
heated debate /ˌhi:tɪd dɪˈbeɪt/ 42
heated discussion /ˌhi:tɪd dɪˈskʌʃn/ 42
hectic /ˈhektɪk/ 51
hedge /hedʒ/ 24

VOWELS: æ cat | ɑ: father | e ten | ɜ: bird | ə about | ɪ sit | i: see | i many | ɒ got | ɔ: saw | ʌ up | ʊ put | u: too | u actual | aɪ my | aʊ now | eɪ say | əʊ go | ɔɪ boy | ɪə near | eə hair | ʊə pure

heel /hi:l/ 13
heighten /'haɪtn/ 75
helicopter /'helɪkɒptə(r)/ 37
help yourself to sth /ˌhelp jə'self tə ˌ.../ 80
hence /hens/ 68
henceforth /hens'fɔ:θ/ 68
herb /hɜ:b/ 20
hereditary /hə'redɪtri/ 71
heredity /hə'redəti/ 71
hero /'hɪərəʊ/ 17
heroine /'herəʊɪn/ 17
hide /haɪd/ 7
high blood pressure /ˌhaɪ 'blʌd ˌpreʃə(r)/ 13
high-pitched /ˌhaɪ 'pɪtʃt/ 10
high priority /ˌhaɪ praɪ'ɒrəti/ 49
high profile /ˌhaɪ 'prəʊfaɪl/ 34
highlight /'haɪlaɪt/ 69
hike (= walk in the country) N, V /haɪk/ 9
hike (= sudden increase) /haɪk/ 47
hindsight *as in* with hindsight 57
hint of irony /ˌhɪnt əv 'aɪrəni/ 1
hips /hɪps/ 7
hit back at /ˌhɪt 'bæk ət/ 63
hit the roof /ˌhɪt ðə 'ru:f/ 15
hit *as in* severely hit 49
hitherto /hɪðə'tu:/ 68
hobby /'hɒbi/ 25
hold *as in* get hold of 33
hold sb responsible for /ˌhəʊld ˌ... rɪ'spɒnsəbl fə/ 4
hold sb/sth up /ˌhəʊld ˌ... 'ʌp/ 3
hold-up /'həʊld ˌʌp/ 3
home /həʊm/ 23
home *as in* broken home 18
honest *as in* to be honest 64, 79
honest *as in* to be perfectly honest 79
honour *as in* great honour 4
honour *as in* in honour of 77
hoot N, V /hu:t/ 10
hoots of derision /ˌhu:ts əv də'rɪʒn/ 10
horn /hɔ:n/ 29
horrified /'hɒrɪfaɪd/ 15
host /həʊst/ 26
hostess /'həʊstes/ 26
hostile /'hɒstaɪl/ 16
hostile takeover /ˌhɒstaɪl 'teɪkəʊvə(r)/ 46
hostility /hɒ'stɪləti/ 16, 32
house N /haʊs/ 6
housing /'haʊzɪŋ/ 6
how dare you /ˌhaʊ 'deə ju:/ 40
howl V /haʊl/ 10
howl in pain /ˌhaʊl ɪn 'peɪn/ 10
howl with laughter /ˌhaʊl wɪð 'lɑ:ftə(r)/ 10
HQ (= headquarters) /ˌeɪtʃ 'kju:/ 73
huge /hju:dʒ/ 37
hum /hʌm/ 51
human remains /ˌhju:mən rɪ'meɪnz/ 55
human-trafficking /'hju:mən ˌtræfɪkɪŋ/ 35
humble /'hʌmbl/ 17
humiliate /hju:'mɪlieɪt/ 53
humiliated /hju:'mɪlieɪtɪd/ 53
humiliated *as in* be humiliated 60
humiliation /hju:mɪli'eɪʃn/ 53
humility /hju:'mɪləti/ 17
hustle and bustle /ˌhʌsl ən 'bʌsl/ 61
hypocrisy /hɪ'pɒkrəsi/ 17
hypocrite /'hɪpəkrɪt/ 17
hypocritical /hɪpə'krɪtɪkl/ 17
hypotheses /haɪ'pɒθəsi:z/ 71
hypothesis /haɪ'pɒθəsɪs/ 69, 71
hypothesize /haɪ'pɒθəsaɪz/ 69, 71
hypothetical /haɪpə'θetɪkl/ 71
hysterical /hɪ'sterɪkl/ 15

I agree /ˌaɪ ə'gri:/ 64
I am delighted to inform you that /ˌaɪ æm dɪ'laɪtɪd tu ɪnˌfɔ:m ju: ðət/ 67
I am writing in response to /ˌaɪ æm 'raɪtɪŋ ɪn rɪˌspɒns tə/ 67
I am writing to enquire whether /ˌaɪ æm 'raɪtɪŋ tu ɪnˌkwaɪə ˌweðə(r)/ 67
I am writing to inform you of my intention to /ˌaɪ æm 'raɪtɪŋ tu ɪnˌfɔ:m ju: əv maɪ ɪnˌtenʃn tə/ 67
I am writing to inform you that /ˌaɪ æm 'raɪtɪŋ tu ɪnˌfɔ:m ju: ðət/ 67
I could do with /ˌaɪ ˌkʊd 'du: wɪð/ 59
I have to admit /ˌaɪ 'hæftu ədˌmɪt/ 60
I haven't a clue /ˌaɪ ˌhævnt ə 'klu:/ 59
I haven't the faintest idea /ˌaɪ ˌhævnt ðə ˌfeɪntɪst aɪ'dɪə/ 59
I look forward to hearing from you /ˌaɪ 'lʊk ˌfɔ:wəd tə ˌhɪərɪŋ frəm ju:/ 67
I regret to inform you that /ˌaɪ rɪ'gret tu ɪnˌfɔ:m ju: ðət/ 67
I would be grateful if you could /ˌaɪ wʊd bi 'greɪtfl ɪf ju: kʊd/ 67
I would like to draw your attention to /ˌaɪ wʊd 'laɪk tə ˌdrɔ: jɔ:r əˌtenʃn tə/ 67
idea *as in* I haven't / not have the faintest idea 59
idealist /aɪ'di:əlɪst/ 17
idealistic /aɪdi:ə'lɪstɪk/ 17
identify /aɪ'dentɪfaɪ/ 75
idiom /'ɪdiəm/ 59
idol /'aɪdl/ 17
idolize /'aɪdəlaɪz/ 17
if all else fails /ˌɪf ˌɔ:l ˌels 'feɪlz/ 60
if anything happens to sb /ˌɪf ˌeniθɪŋ 'hæpəns tə ˌ.../ 80
if you don't mind my/me asking /ˌɪf ju: ˌdəʊnt ˌmaɪnd ˌmaɪ, ˌmi 'ɑ:skɪŋ/ 60
-ify /ɪˌfaɪ/ 75
iirc (= if I remember/recall correctly) 73
ill- /ɪl/ 74
ill-advised /ˌɪl əd'vaɪzd/ 74
ill-informed /ˌɪl ɪn'fɔ:md/ 74
ill-prepared /ˌɪl prɪ'peəd/ 74
ill-treated /ˌɪl 'tri:tɪd/ 74
illusion *as in* create an illusion 7
illustrate /'ɪləstreɪt/ 69
illustrious /ɪ'lʌstriəs/ 78
imagine /ɪ'mædʒɪn/ 75
imho (= in my humble opinion) 73
imitate /'ɪmɪteɪt/ 24
imitation /ɪmɪ'teɪʃn/ 24
immaculate /ɪ'mækjələt/ 33
immigrant /'ɪmɪgrənt/ 32
immigration /ɪmɪ'greɪʃn/ 32
imminent /'ɪmɪnənt/ 46
immune system /ɪ'mju:n ˌsɪstəm/ 71
immunity /ɪ'mju:nəti/ 71
impact N /'ɪmpækt/ 18
impeccable /ɪm'pekəbl/ 19
impetuous /ɪm'petʃuəs/ 14
implausible /ɪm'plɔ:zəbl/ 78
implement V /'ɪmplɪment/ 27
implementation /ɪmplɪmen'teɪʃn/ 27
implication /ɪmplɪ'keɪʃn/ 8
imply /ɪm'plaɪ/ 8
impose /ɪm'pəʊz/ 27
imprison /ɪm'prɪzn/ 36
imprisonment /ɪm'prɪznmənt/ 36
impulse /'ɪmpʌls/ 25
impulse to do sth /ˌɪmpʌls tə 'du: ˌ.../ 25
impulsive /ɪm'pʌlsɪv/ 14
in any case /ˌɪn 'eni ˌkeɪs/ 64
in captivity /ˌɪn kæp'tɪvəti/ 29
in command /ˌɪn kə'mɑ:nd/ 37
in company /ˌɪn 'kʌmpəni/ 26
in conclusion /ˌɪn kən'klu:ʒn/ 68
in credit /ˌɪn 'kredɪt/ 48
in crisis /ˌɪn 'kraɪsɪs/ 36
in current use /ˌɪn ˌkʌrənt 'ju:s/ 1
in custody /ˌɪn 'kʌstədi/ 35
in danger /ˌɪn 'deɪndʒə(r)/ 29, 77
in decline /ˌɪn dɪ'klaɪn/ 29
in due course /ˌɪn ˌdju: 'kɔ:s/ 57
in excess of /ˌɪn ɪk'ses əv/ 13
in exchange for /ˌɪn ɪks'tʃeɪndʒ fə(r)/ 77
in good form /ˌɪn ˌgʊd 'fɔ:m/ 23
in great form /ˌɪn ˌgreɪt 'fɔ:m/ 23
in honour of /ˌɪn 'ɒnər əv/ 77
in memory of /ˌɪn 'meməri əv/ 77
in mint condition /ˌɪn ˌmɪnt kən'dɪʃn/ 55
in motion /ˌɪn 'məʊʃn/ 72
in office /ˌɪn 'ɒfɪs/ 77
in passing /ˌɪn 'pɑ:sɪŋ/ 77
in perfect condition /ˌɪn ˌpɜ:fɪkt kən'dɪʃn/ 55
in possession of /ˌɪn pə'zeʃn əv/ 77
in power /ˌɪn 'paʊə(r)/ 77
in regard to /ˌɪn rɪ'gɑ:d tə/ 68
in reply to /ˌɪn rɪ'plaɪ tə/ 67
in reserve /ˌɪn rɪ'zɜ:v/ 37
in retrospect /ˌɪn 'retrəspekt/ 57
in search of /ˌɪn 'sɜ:tʃ əv/ 25
in season /ˌɪn 'si:zn/ 28
in sb's way /ˌɪn ˌ... 'weɪ/ 56
in tears /ˌɪn 'tɪəz/ 15
in the centre /ˌɪn ðə 'sentə(r)/ 42
in the firing line /ˌɪn ðə 'faɪərɪŋ ˌlaɪn/ 39
in the nude /ˌɪn ðə 'nju:d/ 78

CONSONANTS: b **bad** | d **did** | f **fall** | g **get** | h **hat** | j **yes** | k **cat** | l **leg** | m **man** | n **now** | p **pen** | r **red** | s **see** | t **tea** | v **van** | w **wet** | z **zoo** | ʃ **shoe** | ʒ **vision** | tʃ **chain** | dʒ **jam** | θ **thin** | ð **this** | ŋ **sing**

in the process of doing sth /ˌɪn ðə ˈprəʊses əv ˌduːɪŋ ˌ.../ 24
in the public eye /ˌɪn ðə ˌpʌblɪk ˈaɪ/ 41
in the region of /ˌɪn ðə ˈriːdʒən əv/ 65
in the way /ˌɪn ðə ˈweɪ/ 56
in the wild /ˌɪn ðə ˈwaɪld/ 29
in touch /ˌɪn ˈtʌtʃ/ 77
in transition /ˌɪn trænˈzɪʃn/ 27
in trouble /ˌɪn ˈtrʌbl/ 77
in turmoil /ˌɪn ˈtɜːmɔɪl/ 47
in view of /ˌɪn ˈvjuː əv/ 68
inc. (= included/including) 73
incentive /ɪnˈsentɪv/ 18
incident /ˈɪnsɪdənt/ 52
incidentally /ɪnsɪˈdentli/ 64
incl. (= inclusive) 73
inclination /ɪnklɪˈneɪʃn/ 50
inclined to do sth /ɪnˌklaɪnd tə ˈduː ˌ.../ 50
include /ɪnˈkluːd/ 6
inclusive *as in* fully inclusive 6
incoherent /ɪnkəʊˈhɪərənt/ 69
income /ˈɪnkʌm/ 48
incomprehensible /ɪnkɒmprɪˈhensəbl/ 78
inconceivable /ɪnkənˈsiːvəbl/ 78
inconsiderate /ɪnkənˈsɪdərət/ 14
incurable /ɪnˈkjʊərəbl/ 30
indescribable /ɪndɪˈskraɪbəbl/ 6
indicate /ˈɪndɪkeɪt/ 6
indication /ɪndɪˈkeɪʃn/ 6
indirectly /ɪndəˈrektli, ɪndaɪ-/ 79
indiscreet /ɪndɪˈskriːt/ 7
indulge in /ɪnˈdʌldʒ ˌɪn/ 25
industrial dispute /ɪnˌdʌstriəl dɪˈspjuːt/ 50
industrialize /ɪnˈdʌstriəlaɪz/ 75
ineligible /ɪnˈelɪdʒəbl/ 34
inevitable /ɪnˈevɪtəbl/ 16
inevitably /ɪnˈevɪtəbli/ 16
inexcusable /ɪnɪkˈskjuːzəbl/ 6
inexplicable /ɪnɪkˈsplɪkəbl/ 6
infamous /ˈɪnfəməs/ 78
infested /ɪnˈfestɪd/ 40
inflation-proof savings /ɪnˌfleɪʃn ˌpruːf ˈseɪvɪŋz/ 75
information *as in* should you require any further information 67
informed *as in* keep sb informed 33
inherent /ɪnˈherənt/ 70
initial /ɪˈnɪʃl/ 16
initially /ɪˈnɪʃəli/ 16
initiative /ɪˈnɪʃətɪv/ 45
inmate /ˈɪnmeɪt/ 36
innermost thoughts /ˌɪnəməʊst ˈθɔːts/ 15
innovative /ˈɪnəvətɪv/ 55
inoffensive /ɪnəˈfensɪv/ 19
insane /ɪnˈseɪn/ 70
insanity /ɪnˈsænəti/ 70
insert V /ɪnˈsɜːt/ 71
insertion /ɪnˈsɜːʃn/ 71
insight into /ˈɪnsaɪt ˌɪntu/ 45
insipid /ɪnˈsɪpɪd/ 12
insolence /ˈɪnsələns/ 19
insolent /ˈɪnsələnt/ 19
insoluble /ɪnˈsɒljəbl/ 54
inspection /ɪnˈspekʃn/ 71
inspector /ɪnˈspektə(r)/ 35
inspiration /ɪnspəˈreɪʃn/ 17
inspirational /ɪnspəˈreɪʃənl/ 17
inspire /ɪnˈspaɪə(r)/ 17
install /ɪnˈstɔːl/ 31
instant *as in* take an instant dislike to 16
instinct /ˈɪnstɪŋkt/ 15
instinctive /ɪnˈstɪŋktɪv/ 15
insult V /ɪnˈsʌlt/ 1
insulting /ɪnˈsʌltɪŋ/ 1
insurmountable /ɪnsəˈmaʊntəbl/ 54
integrate /ˈɪntɪgreɪt/ 32
integration /ɪntɪˈgreɪʃn/ 32
integrity /ɪnˈtegrəti/ 14
intelligible /ɪnˈtelɪdʒəbl/ 78
intense /ɪnˈtens/ 75
intensify /ɪnˈtensɪfaɪ/ 75
intent on/upon /ɪnˈtent ˌɒn, əˌpɒn/ 76
intention /ɪnˈtenʃn/ 67
inter- /ˈɪntə/ 74
interact /ɪntərˈækt/ 74
interaction /ɪntərˈækʃn/ 74
interchangeable /ɪntəˈtʃeɪndʒəbl/ 1
interdependent /ɪntədɪˈpendənt/ 74
interest-free /ˌɪntrəst ˈfriː/ 75
interfere /ɪntəˈfɪə(r)/ 50
interference /ɪntəˈfɪərəns/ 50
interior N, ADJ /ɪnˈtɪəriə(r)/ 37
interminable /ɪnˈtɜːmɪnəbl/ 49
internal /ɪnˈtɜːnl/ 37
internet café /ˈɪntənet ˌkæfeɪ/ 31
interpret /ɪnˈtɜːprɪt/ 1
interpretation /ɪntɜːprɪˈteɪʃn/ 1
interrelated /ɪntərɪˈleɪtɪd/ 74
interrogate /ɪnˈterəgeɪt/ 53
interrogation /ɪnterəˈgeɪʃn/ 53
interrupt /ɪntəˈrʌpt/ 63
interval /ˈɪntəvl/ 57
intervene in sth /ɪntəˈviːn ɪn ˌ.../ 50
intervention /ɪntəˈvenʃn/ 50
into /ˈɪntuː, ˈɪntə/ 58
intrinsic /ɪnˈtrɪnzɪk/ 70
intrude into sth /ɪnˈtruːd ˌɪntə ˌ.../ 41
intrusion /ɪnˈtruːʒn/ 41
inundated /ˈɪnʌndeɪtɪd/ 49
invade /ɪnˈveɪd/ 30
invaluable /ɪnˈvæljuəbl/ 78
invariably /ɪnˈveəriəbli/ 79
invasion /ɪnˈveɪʒn/ 30
invasive /ɪnˈveɪsɪv/ 30
invest /ɪnˈvest/ 47
investigation *as in* under investigation 77
investor /ɪnˈvestə(r)/ 47
invisible /ɪnˈvɪzəbl/ 11
involvement /ɪnˈvɒlvmənt/ 76
IQ /ˌaɪ ˈkjuː/ 73
ironic /aɪˈrɒnɪk/ 1
irony /ˈaɪrəni/ 1
irreversible /ɪrɪˈvɜːsəbl/ 27
irritated /ˈɪrɪteɪtɪd/ 11
irritation /ɪrɪˈteɪʃn/ 11
isolated /ˈaɪsəleɪtɪd/ 21
issue a warrant /ˌɪʃuː ə ˈwɒrənt/ 35
it's about time /ˌɪts əˌbaʊt ˈtaɪm/ 57
it's been one of those days /ˌɪts bɪn ˌwʌn əv ˌðəʊz ˈdeɪz/ 59
it's high time /ˌɪts ˈhaɪ ˌtaɪm/ 57
it's more trouble than it's worth /ˌɪts ˌmɔː ˌtrʌbl ðən ˌɪts ˈwɜːθ/ 60
it's no good + ing /ˌɪts ˌnəʊ ˈgʊd/ 59
it's no use + ing /ˌɪts ˌnəʊ ˈjuːs/ 59
it's none of your business /ˌɪts ˌnʌn əv ˌjɔː ˈbɪznɪs/ 73
it's not sb's day /ˌɪts nɒt ˌ... ˈdeɪ/ 59
it's true /ˌɪts ˈtruː/ 64
itch /ɪtʃ/ 13
itchy /ˈɪtʃi/ 13
itemize /ˈaɪtəmaɪz/ 75
-ize 75

jam N, V /dʒæm/ 51
jargon /ˈdʒɑːgən/ 31
jaw /dʒɔː/ 12
join in /ˌdʒɔɪn ˈɪn/ 26
joint /dʒɔɪnt/ 46
jointly /ˈdʒɔɪntli/ 46
jot sth down /ˌdʒɒt ˌ... ˈdaʊn/ 49
jubilant /ˈdʒuːbɪlənt/ 15
judge *as in* don't judge a book by its cover 14
juggle /ˈdʒʌgl/ 45
jump to conclusions /ˌdʒʌmp tə kənˈkluːʒnz/ 8
junior /ˈdʒuːniə(r)/ 33
justifiable /ˈdʒʌstɪfaɪəbl/ 36
justification /dʒʌstɪfɪˈkeɪʃn/ 36, 69
justify /ˈdʒʌstɪfaɪ/ 36, 69

keep /kiːp/ 2
keep control of /ˌkiːp kənˈtrəʊl əv/ 76
keep sb going /ˌkiːp ˌ... ˈgəʊɪŋ/ 2
keep sb informed /ˌkiːp ˌ... ɪnˈfɔːmd/ 33
keep sth in perspective /ˌkiːp ˌ... ɪn pəˈspektɪv/ 54
keep still /ˌkiːp ˈstɪl/ 11
keep track of /ˌkiːp ˈtræk əv/ 48
keep your feet on the ground /ˌkiːp jɔː ˌfiːt ˌɒn ðə ˈgraʊnd/ 60
keep yourself occupied /ˌkiːp jɔːˌself ˈɒkjupaɪd/ 6
key *as in* the key to 7
keyhole surgery /ˌkiːhəʊl ˈsɜːdʒəri/ 33
kick up a fuss /ˌkɪk ˌʌp ə ˈfʌs/ 18
kidnap /ˈkɪdnæp/ 38
kidnapper /ˈkɪdnæpə(r)/ 38
kidnapping /ˈkɪdnæpɪŋ/ 38
kind of /ˈkaɪnd əv/ 65
kip /kɪp/ 58
kitchen scales /ˌkɪtʃɪn ˈskeɪlz/ 20
knock-on effect /nɒˈkɒn ɪˌfekt/ 52
knock sb out of sth /ˌnɒk ˌ... ˈaʊt əv ˌ.../ 23
knockout /ˈnɒkaʊt/ 23

labour-saving /ˈleɪbə ˌseɪvɪŋ/ 28
ladle V /ˈleɪdl/ 20
laid-back /ˌleɪd ˈbæk/ 58
landfill /ˈlændfɪl/ 28
landfill site /ˈlændfɪl ˌsaɪt/ 28
lapse /læps/ 39

VOWELS: æ cat | ɑː father | e ten | ɜː bird | ə about | ɪ sit | iː see | i many | ɒ got | ɔː saw | ʌ up | ʊ put | uː too | u actual | aɪ my | aʊ now | eɪ say | əʊ go | ɔɪ boy | ɪə near | eə hair | ʊə pure

last chance /ˌlɑːst 'tʃɑːns/ 23
last minute *as in* leave sth to/till the last minute 57
last-minute /ˌlɑːst 'mɪnɪt/ 3
last resort /ˌlɑːst rɪ'zɔːt/ 60
last thing *as in* be the last thing on sb's mind 2
late *as in* better late than never 66
l8r (= later) 73
latter N /'lætə(r)/ 37
laugh N /lɑːf/ 58
law and order /ˌlɔːr ən 'ɔːdə(r)/ 61
lawnmower /'lɔːnməʊə(r)/ 24
lay down rules /ˌleɪ ˌdaʊn 'ruːlz/ 18
lay out /ˌleɪ 'aʊt/ 3
lay siege to /ˌleɪ 'siːdʒ tə/ 43
lay sth on /ˌleɪ ˌ... 'ɒn/ 26
lay the foundations /ˌleɪ ðə faʊn'deɪʃnz/ 42
laze around /ˌleɪz ə'raʊnd/ 21
lead the charge /ˌliːd ðe 'tʃɑːdʒ/ 9
leaf /liːf/ 24
leaf *as in* turn over a new leaf 36
leaflet /'liːflət/ 13
league /liːg/ 23
leak N /liːk/ 39
leak sth to sb /'liːk ˌ... tə ˌ.../ 39
lean towards /'liːn təˌwɔːdz/ 8
leap to conclusions /ˌliːp tə kən'kluːʒnz/ 8
lease N /liːs/ 67
least *as in* at the very least 77
leave *as in* maternity/paternity leave 44
leave sth to sb /'liːv ˌ... tə ˌ.../ 2
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CONSONANTS: b bad | d did | f fall | g get | h hat | j yes | k cat | l leg | m man | n now | p pen | r red | s see | t tea | v van | w wet | z zoo | ʃ shoe | ʒ vision | tʃ chain | dʒ jam | θ thin | ð this | ŋ sing

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saliva /sə'laɪvə/ 12
salty /'sɔ:lti/ 12
same *as in* all the same 64
sample /'sɑ:mpl/ 67
sand *as in* bury your head in the sand
sane /seɪn/ 70
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search *as in* do a search 31
search *as in* in search of 25
season *as in* in / out of season 28
seat *as in* on the edge of your seat 22
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second opinion /ˌsekənd ə'pɪnjən/ 33
second to none /ˌsekənd tə 'nʌn/ 33
secret *as in* the secret of your success 56
seed /si:d/ 24
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segregation /segrɪ'geɪʃn/ 36
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senior /'si:niə(r)/ 33
sensational /sen'seɪʃənl/ 22
sense /sens/ 1
senses *as in* regain your senses 40
sentimental /sentɪ'mentl/ 22
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set V /set/ 50
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set a date /ˌset ə 'deɪt/ 50
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set a precedent /ˌset ə 'presɪdənt/ 50
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shake sth up /ˌʃeɪk ˌ... 'ʌp/ 3
shake-up /'ʃeɪk ˌʌp/ 3
shallow /'ʃæləʊ/ 22
share *as in* do your fair share 18
shareholder /'ʃeəhəʊldə(r)/ 46
shark-infested /'ʃɑ:k ɪnˌfestɪd/ 40
shed /ʃed/ 24
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shell N, V /ʃel/ 43
shelter V /'ʃeltə(r)/ 40
shock *as in* culture shock 32
shop around /ˌʃɒp ə'raʊnd/ 25
shop till you drop /ˌʃɒp ˌtɪl ju: 'drɒp/ 25
shopaholic /ʃɒpə'hɒlɪk/ 25
short cut /ˌʃɔ:t 'kʌt/ 3

VOWELS: æ cat | ɑ: father | e ten | ɜ: bird | ə about | ɪ sit | i: see | i many | ɒ got | ɔ: saw | ʌ up | ʊ put | u: too | u actual | aɪ my | aʊ now | eɪ say | əʊ go | ɔɪ boy | ɪə near | eə hair | ʊə pure

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short-sighted /ˌʃɔːt ˈsaɪtɪd/ 11
short-term /ˌʃɔːt ˈtɜːm/ 13
shortage /ˈʃɔːtɪdʒ/ 48
shortfall /ˈʃɔːtfɔːl/ 48
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shove /ʃʌv/ 61
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simply (= just) /ˈsɪmpli/ 79
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single-minded /ˌsɪŋgl ˈmaɪndɪd/ 3
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sink in /ˌsɪŋk ˈɪn/ 63
sink or swim /ˌsɪŋk ɔː ˈswɪm/ 42
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sit still /ˌsɪt ˈstɪl/ 11
site N /saɪt/ 24
slam V /slæm/ 10
slang /slæŋ/ 1
slash V /slæʃ/ 47
sleep *as in* put sth to sleep 80
sleep like a log /ˌsliːp ˌlaɪk ə ˈlɒg/ 62
slice V /slaɪs/ 20
slide /slaɪd/ 12
slight accent /ˌslaɪt ˈæksənt/ 4
slope N, V /sləʊp/ 24
slot machine /ˈslɒt məˌʃiːn/ 3
sluggish /ˈslʌgɪʃ/ 9
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soak sth up /ˌsəʊk ˌ... ˈʌp/ 21
soar /sɔː(r)/ 47
sociable /ˈsəʊʃəbl/ 26
social /ˈsəʊʃl/ 79
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soil /sɔɪl/ 24
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something along those lines /ˈsʌmθɪŋ əˌlɒŋ ˌðəʊz ˌlaɪnz/ 65
something to do with /ˈsʌmθɪŋ tə ˌduː wɪð/ 65
somewhat /ˈsʌmwɒt/ 79
somewhere *as in* get somewhere 59
somewhere in the region of /ˈsʌmweər ˌɪn ðə ˌriːdʒn əv/ 65
soon /suːn/ 57
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sorry to keep you waiting /ˈsɒri tə ˌkiːp juː ˌweɪtɪŋ/ 59
sort *as in* or something of that sort 65
sort of /ˈsɔːt əv/ 65
sort sth out /ˌsɔːt ˌ...ˈaʊt/ 50
sought after /ˈsɔːt ˌɑːftə(r)/ 29
soul /səʊl/ 1
sound *as in* safe and sound 61
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soundproof /ˈsaʊndpruːf/ 75
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spade /speɪd/ 24
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spare part /ˌspeə ˈpɑːt/ 3
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specialize /ˈspeʃəlaɪz/ 75
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spell /spel/ 57
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spice /spaɪs/ 20
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spine-tingling /ˈspaɪn ˌtɪŋglɪŋ/ 22
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spite /spaɪt/ 17
spiteful /ˈspaɪtfl/ 17
spk (= speak) 73
splash N, V /splæʃ/ 10
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spread /spred/ 4
spread gossip /ˌspred ˈgɒsɪp/ 17
spree /spriː/ 25
sprint V /sprɪnt/ 9
sprouts *as in* bean sprouts 20
squander /ˈskwɒndə(r)/ 8
squash /skwɒʃ/ 20
squeak V /skwiːk/ 10
squeaky /ˈskwiːki/ 10
squeeze V /skwiːz/ 12, 20
squelch V /skweltʃ/ 10
sry (= sorry) 73
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stagger V /ˈstægə(r)/ 9
stake *as in* at stake 50
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stand-offish /ˌstænd ˈɒfɪʃ/ 14
stand still /ˌstænd ˈstɪl/ 11
stand up for /ˌstænd ˈʌp ˌfɔː(r), fə(r)/ 34
stand up to /ˌstænd ˈʌp ˌtuː, tə/ 72
standard *as in* set a standard 50
standardize /ˈstændədaɪz/ 75
standby *as in* on standby 28
starving /ˈstɑːvɪŋ/ 58
state V /steɪt/ 67
stated dose /ˌsteɪtɪd ˈdəʊs/ 13
status quo /ˌsteɪtəs ˈkwəʊ/ 42
stay put /ˌsteɪ ˈpʊt/ 40
stay still /ˌsteɪ ˈstɪl/ 11
steadily /ˈstedɪli/ 12
steady decline /ˌstedi dɪˈklaɪn/ 29
steam V /stiːm/ 20
steamer /ˈstiːmə(r)/ 20
stem N /stem/ 24
stem from /ˈstem frəm/ 76
stench /stentʃ/ 12
step aside /ˌstep əˈsaɪd/ 46
step down /ˌstep ˈdaʊn/ 46
step sth up /ˌstep ˌ... ˈʌp/ 50
stereotype /ˈsteriətaɪp/ 32
stereotypical /steriəˈtɪpɪkl/ 32
stethoscope /ˈsteθəskəʊp/ 30
stew V /stjuː/ 20
stick N /stɪk/ 58
stick at /ˈstɪk ət/ 63
stick out /ˌstɪk ˈaʊt/ 7
stick to sth /ˈstɪk tə ˌ.../ 49
stick up for /ˌstɪk ˈʌp ˌfɔː(r), fə(r)/ 16, 34
stick your nose in sth /ˌstɪk jɔː ˈnəʊz ɪn ˌ.../ 51
stiff /stɪf/ 9
stiff *as in* bored stiff 22
stiffness /ˈstɪfnəs/ 9
stifle /ˈstaɪfl/ 45
still (= mind you) /stɪl/ 64
still (= without moving) /stɪl/ 11
still *as in* better still 28
stimulate /ˈstɪmjuleɪt/ 12
stingy /ˈstɪndʒi/ 58
stir-fry /ˈstɜː ˌfraɪ/ 20
stomach upset /ˈstʌmək ˌʌpset/ 13
storm of protest /ˌstɔːm əv ˈprəʊtest/ 39
story /ˈstɔːri/ 69
straightaway /streɪtəˈweɪ/ 77
straighten /ˈstreɪtn/ 7
straightforward /streɪtˈfɔːwəd/ 67

CONSONANTS: b **bad** | d **did** | f **fall** | g **get** | h **hat** | j **yes** | k **cat** | l **leg** | m **man** | n **now** | p **pen** | r **red** | s **see** | t **tea** | v **van** | w **wet** | z **zoo** | ʃ **shoe** | ʒ **vision** | tʃ **chain** | dʒ **jam** | θ **thin** | ð **this** | ŋ **sing**

strain *as in* eye strain 11
strain *as in* put a strain on 16
strangely enough /ˈstreɪndʒli ɪˌnʌf/ 79
strategic /strəˈtiːdʒɪk/ 34
strategy /ˈstrætədʒi/ 34
stray /streɪ/ 40
stream /striːm/ 49
strength *as in* go from strength to strength 56
strengthen /ˈstreŋθn/ 7, 47
strenuous /ˈstrenjuəs/ 9
stressed out /ˌstrest ˈaʊt/ 49
stretching /ˈstretʃɪŋ/ 9
strictly /ˈstrɪktli/ 79
stride *as in* take sth in your stride 54
strike sb as /ˈstraɪk ˌ... əz/ 14
stringent /ˈstrɪndʒənt/ 72
strings *as in* pull the strings 42
stripe /straɪp/ 7
stroke V /strəʊk/ 8, 12
stroke of luck /ˌstrəʊk əv ˈlʌk/ 56
stroke of sth /ˈstrəʊk əv ˌ.../ 56
stroll N, V /strəʊl/ 9
strong accent /ˌstrɒŋ ˈæksənt/ 4
strong criticism /ˌstrɒŋ ˈkrɪtɪsɪzəm/ 4
stubborn /ˈstʌbən/ 8
stubbornness /ˈstʌbənnəs/ 8
stuff /stʌf/ 65
stunned /stʌnd/ 15
stunning /ˈstʌnɪŋ/ 21
style /staɪl/ 69
stylistic /staɪˈlɪstɪk/ 69
subject matter /ˈsʌbdʒekt ˌmætə(r)/ 67
subject to /ˈsʌbdʒekt tə/ 76
subjective /səbˈdʒektɪv/ 71
subservient to /səbˈsɜːviənt tə/ 76
subsidize /ˈsʌbsədaɪz/ 48
subsidized /ˈsʌbsədaɪzd/ 44
subsidy /ˈsʌbsədi/ 48
substitute N /ˈsʌbstɪtjuːt/ 76
subtle /ˈsʌtl/ 12, 27
subtract sth from /səbˈtrækt ˌ... frəm/ 48
success *as in* the secret of your success 56
suffer abuse /ˌsʌfə əˈbjuːs/ 6
sultanas /sʌlˈtɑːnəz/ 20
sum N /sʌm/ 48
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summarize /ˈsʌməraɪz/ 69
summary /ˈsʌməri/ 4, 69
superficial /suːpəˈfɪʃl/ 22
superfluous /suːˈpɜːfluəs/ 67
supple /ˈsʌpl/ 9
support /səˈpɔːt/ 46
suppress your feelings /səˌpres jɔː ˈfiːlɪŋz/ 15
sure *as in* not entirely sure 4
surface *as in* on the surface 14
surge N, V /sɜːdʒ/ 47
surgery *as in* cosmetic/keyhole/plastic surgery 33
surplus /ˈsɜːpləs/ 48
survey N /ˈsɜːveɪ/ 41
survival rate /səˈvaɪvl ˌreɪt/ 30s
sustain /səˈsteɪn/ 53
sustainability /səsteɪnəˈbɪləti/ 28
sustainable /səˈsteɪnəbl/ 28
swamp /swɒmp/ 40
swamped /swɒmpt/ 49
swampland /ˈswɒmplænd/ 40
sway /sweɪ/ 72
sweat N, V /swet/ 8
sweeping change /ˌswiːpɪŋ ˈtʃeɪndʒ/ 27
sweet /swiːt/ 2
switch to /ˈswɪtʃ tə/ 28
symbolize /ˈsɪmbəlaɪz/ 75
synonym /ˈsɪnənɪm/ 1
synonymous /sɪˈnɒnɪməs/ 1
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tabloid /ˈtæblɔɪd/ 41
tackle /ˈtækl/ 54
tackle a problem /ˌtækl ə ˈprɒbləm/ 50
tag *as in* price tag 25
tail back /ˌteɪl ˈbæk/ 3
tailback /ˈteɪlbæk/ 3
take a chance on sth /ˌteɪk ə ˈtʃɑːns ɒn ˌ.../ 40
take a heavy toll on /ˌteɪk ə ˌhevi ˈtɒl ɒn ˌ.../ 29
take action /ˌteɪk ˈækʃn/ 40
take an instant dislike to /ˌteɪk ən ˌɪnstənt dɪsˈlaɪk tə/ 16
take exception to /ˌteɪk ɪkˈsepʃn tə/ 19
take in /ˌteɪk ˈɪn/ 5
take it easy /ˌteɪk ˌɪt ˈiːzi/ 21
take no notice of /ˌteɪk ˌnəʊ ˈnəʊtɪs əv/ 33
take notice of /ˌteɪk ˈnəʊtɪs əv/ 33
take offence /ˌteɪk əˈfens/ 4, 19
take refuge /ˌteɪk ˈrefjuːdʒ/ 32
take revenge /ˌteɪk rɪˈvendʒ/ 36
take sb in /ˌteɪk ˌ... ˈɪn/ 63
take sb/sth seriously /ˌteɪk ˌ... ˈsɪəriəsli/ 34, 54
take sth apart /ˌteɪk ˌ... əˈpɑːt/ 63
take sth away from /ˌteɪk ˌ... əˈweɪ frəm/ 48
take sth in your stride /ˌteɪk ˌ... ˌɪn jɔː ˈstraɪd/ 54
take sth out (of a bank account) /ˌteɪk ˌ... ˈaʊt/ 48
take sth to pieces /ˌteɪk ˌ... tə ˈpiːsɪz/ 63
take the blame /ˌteɪk ðə ˈbleɪm/ 4
take to /ˈteɪk tə/ 14
takeover /ˈteɪkəʊvə(r)/ 46
talk sb into / out of doing sth /ˌtɔːk ˌ... ˌɪntə, ˌaʊt əv ˈduːɪŋ ˌ.../ 63
talk sth up /ˌtɔːk ˌ... ˈʌp/ 53
tank /tæŋk/ 37
taste *as in* be in bad/poor taste 19
tasteful /ˈteɪstfl/ 78
tasteless /ˈteɪstləs/ 78
tasty /ˈteɪsti/ 78
tax-free /ˌtæks ˈfriː/ 75
team spirit /ˌtiːm ˈspɪrɪt/ 45
tear (from the eye) /tɪə(r)/ 11
tears *as in* bored to tears 22
tears *as in* burst into tears 4
tears *as in* in tears / close to tears 15
technical /ˈteknɪkl/ 79
technically /ˈteknɪkli/ 79
technique /tekˈniːk/ 79
tedious /ˈtiːdiəs/ 22
tell *as in* to tell you the truth 64
temper *as in* lose your temper 15
tension /ˈtenʃn/ 12
terminate /ˈtɜːmɪneɪt/ 67
territorial /terəˈtɔːriəl/ 29
territory /ˈterətri/ 29
thank you for /ˈθæŋk ˌjuː fə/ 67
the best of both worlds /ðə ˌbest əv ˈbəʊθ ˌwɜːldz/ 60
the best thing /ðə ˈbest ˌθɪŋ/ 59
the bubble will burst /ðə ˌbʌbl ˌwɪl ˈbɜːst/ 47
the draft /ðə ˈdrɑːft/ 37
the dust settles /ðə ˌdʌst ˈsetlz/ 46
the end justifies the means /ði ˌend ˌdʒʌstɪfaɪz ðə ˈmiːnz/ 66
the faintest idea /ðə ˌfeɪntɪst aɪˈdɪə/ 59
the go-ahead /ðə ˈgəʊ əˌhed/ 38
the key to /ðə ˈkiː tə/ 7
the military /ðə ˈmɪlətri/ 37
the minute /ðə ˈmɪnɪt/ 25
the moment /ðə ˈməʊmənt/ 25
the more the merrier /ðə ˌmɔː ðə ˈmeriə(r)/ 66
the pot calling the kettle black /ðə ˌpɒt ˌkɔːlɪŋ ðə ˌketl ˈblæk/ 66
the reserve /ðə rɪˈzɜːv/ 37
the rest /ðə ˈrest/ 23
the secret of /ðə ˈsiːkrət əv/ 7
the secret of your success /ðə ˌsiːkrət əv ˌjɔː səkˈses/ 56
the thing is /ðə ˈθɪŋ ˌɪz/ 60
the tide is turning /ðə ˌtaɪd ɪz ˈtɜːnɪŋ/ 39
the way things are /ðə ˌweɪ ˌθɪŋz ˈɑː(r)/ 16
theoretically /θɪəˈretɪkli/ 79
theory /ˈθɪəri/ 71
therapeutic /θerəˈpjuːtɪk/ 36
therapy /ˈθerəpi/ 36
there's no point in + ing /ˌðeəz ˈnəʊ ˌpɔɪnt ɪn/ 59
thereabouts /ðeərəˈbaʊts/ 65
thick /θɪk/ 2
thick-skinned /ˌθɪk ˈskɪnd/ 3
thing *as in* be the last thing on sb's mind 2
thing *as in* the thing is 60
things /θɪŋz/ 16
think sth up /ˌθɪŋk ˌ... ˈʌp/ 9
think up /ˌθɪŋk ˈʌp/ 31
thorough /ˈθʌrə/ 72
thoughtful /ˈθɔːtfl/ 14
thrash V /θræʃ/ 58
threat *as in* pose a threat to 29
threat *as in* under threat 29
threatened with /ˈθretnd ˌwɪð/ 29
thrifty /ˈθrɪfti/ 48
thriving /ˈθraɪvɪŋ/ 21
throughout /θruːˈaʊt/ 57
thus /ðʌs/ 68
thx (= thanks) 73
tide *as in* the tide is turning 39
tied up *as in* be tied up 2

VOWELS: æ cat | ɑː father | e ten | ɜː bird | ə about | ɪ sit | iː see | i many | ɒ got | ɔː saw | ʌ up | ʊ put | uː too | u actual | aɪ my | aʊ now | eɪ say | əʊ go | ɔɪ boy | ɪə near | eə hair | ʊə pure

tight /taɪt/ 58
tight corner /ˌtaɪt 'kɔ:nə(r)/ 39
tight-fisted /ˌtaɪt 'fɪstɪd/ 58
tighten /'taɪtn/ 7
tighten your belt /ˌtaɪtn ˌjɔ: 'belt/ 46
till /tɪl/ 25
time /taɪm/ 57
time *as in* as time went by 16
time-consuming /'taɪm kənˌsju:mɪŋ/ 26
time flies /ˌtaɪm 'flaɪz/ 57
times *as in* behind the times 57
tip N /tɪp/ 40
tip the balance /ˌtɪp ðə 'bæləns/ 46
tiptoe V /'tɪptəʊ/ 9
tired *as in* sick and tired of 61
TLC (= tender loving care) /ˌti: ˌel 'si:/ 73
tnx (= thanks) 73
2 (= to) 73
to a degree /ˌtu ə dɪ'gri:/ 45
to a large extent /ˌtu ə 'lɑ:dʒ ɪkˌstent/ 64
to an extent /ˌtu ən ɪk'stent/ 45
to be honest /ˌtə bi: 'ɒnɪst/ 64, 79
to be perfectly honest /ˌtə bi 'pɜ:fɪktli ˌɒnɪst/ 79
to sb's face /ˌtə ˌ... 'feɪs/ 16
to tell you the truth /ˌtə ˌtel ˌju: ðə 'tru:θ/ 64
to the point /ˌtə ðə 'pɔɪnt/ 67
2day (= today) 73
toll *as in* take a heavy toll on 29
2moro (= tomorrow) 73
2nite (= tonight) 73
tone /təʊn/ 67
tongue-tied /'tʌŋ ˌtaɪd/ 3
tons of /'tʌnz əv/ 65
2 (= too) 73
too good to be true /ˌtu: ˌgʊd tə bi 'tru:/ 60
top *as in* be on top 23
top priority /ˌtɒp praɪ'ɒrəti/ 49
torrential rain /təˌrenʃl 'reɪn/ 4
total chaos /ˌtəʊtl 'keɪɒs/ 4
touch *as in* in / out of touch 77
tough /tʌf/ 16
tower /'taʊə(r)/ 55
toxic /'tɒksɪk/ 28
trace V /treɪs/ 55
trace of irony /ˌtreɪs əv 'aɪrəni/ 1
track *as in* off the beaten track 21
traditional /trə'dɪʃənl/ 79
traditionally /trə'dɪʃənəli/ 79
trafficking /'træfɪkɪŋ/ 35
train of thought /ˌtreɪn əv 'θɔ:t/ 49
trait /treɪt/ 14
transaction /træn'zækʃn/ 48
transform /træns'fɔ:m/ 27
transformation /trænsfə'meɪʃn/ 27
transition /træn'zɪʃn/ 27
transparent /træns'pærənt/ 1
transplant N /'trænsplɑ:nt/ 30
transplant V /træns'plɑ:nt/ 30
travel agency /'trævl ˌeɪdʒənsi/ 34
travel expenses /'trævl ɪkˌspensɪz/ 44
travelling expenses /'trævlɪŋ ɪkˌspensɪz/ 44
trek N, V /trek/ 21
trial *as in* clinical trial 33
trial and error /ˌtraɪəl ən 'erə(r)/ 61
tricky /'trɪki/ 56
trigger V /'trɪgə(r)/ 47
trivial /'trɪviəl/ 54
tropical /'trɒpɪkl/ 20
trouble *as in* in trouble 77
trouble *as in* it's more trouble than it's worth 60
trouble *as in* nothing is too much trouble 33
trouble-free /ˌtrʌbl 'fri:/ 75
true *as in* it's true 64
true *as in* too good to be true 60
truly /'tru:li/ 79
trustworthy /'trʌstwɜ:ði/ 14
truth *as in* economical with the truth 53
truth *as in* to tell you the truth 64
ttyl (= talk to you later) 73
tumble dryer /ˌtʌmbl 'draɪə(r)/ 28
turbulence /'tɜ:bjələns/ 47
turbulent /'tɜ:bjələnt/ 47
turmoil /'tɜ:mɔɪl/ 47
turn *as in* the tide is turning 39
turn out (= attend an event) /ˌtɜ:n 'aʊt/ 3
turn out badly /ˌtɜ:n ˌaʊt 'bædli/ 56
turn out well /ˌtɜ:n ˌaʊt 'wel/ 56
turn over a new leaf /ˌtɜ:n ˌəʊvər ə ˌnju: 'li:f/ 36
turn sth down /ˌtɜ:n ˌ... 'daʊn/ 46
turn up /ˌtɜ:n 'ʌp/ 63
turnout /'tɜ:naʊt/ 3
twist N (in a plot) /twɪst/ 22
twist V (twist your ankle) /twɪst/ 13
two heads are better than one /ˌtu: ˌhedz ə ˌbetə ðən 'wʌn/ 66
two wrongs don't make a right /ˌtu: ˌrɒŋz ˌdəʊnt ˌmeɪk ə 'raɪt/ 66

u (= you) 73
ulterior motive /ʌlˌtɪəriə 'məʊtɪv/ 2
ultimately /'ʌltɪmətli/ 79
ultra- /'ʌltrə/ 55
ultra-cautious /ˌʌltrə 'kɔ:ʃəs/ 55
ultra-modern /ˌʌltrə 'mɒdn/ 55
un- /ʌn/ 74
unanimous /ju:'nænɪməs/ 22
unanimously /ju:'nænɪməsli/ 22
unappealing /ʌnə'pi:lɪŋ/ 18
unappetizing /ʌn'æpɪtaɪzɪŋ/ 12
unarmed combat /ˌʌnɑ:md 'kɒmbæt/ 37
unbeaten /ʌn'bi:tn/ 23
unbiased /ʌn'baɪəst/ 71
uncomfortable /ʌn'kʌmftəbl/ 15
unconvincing /ʌnkən'vɪnsɪŋ/ 22, 78
uncooked /ʌn'kʊkt/ 74
under /'ʌndə(r)/ 77
under- /'ʌndə(r)/ 74
under attack /ˌʌndər ə'tæk/ 77
under construction /ˌʌndə kən'strʌkʃn/ 77
under control /ˌʌndə kən'trəʊl/ 49
under discussion /ˌʌndə dɪ'skʌʃn/ 77
under investigation /ˌʌndər ɪnvestɪ'geɪʃn/ 77
under pressure /ˌʌndə 'preʃə(r)/ 23, 47
under the microscope /ˌʌndə ðə 'maɪkrəskəʊp/ 42
under the weather /ˌʌndə ðə 'weðə(r)/ 59
under threat /ˌʌndə 'θret/ 29
undercooked /ʌndə'kʊkt/ 74
underdeveloped /ʌndədɪ'veləpt/ 74
underemployed /ʌndərɪm'plɔɪd/ 74
underfed /ʌndə'fed/ 74
undergo /ʌndə'gəʊ/ 21
underlying /ʌndə'laɪɪŋ/ 47
undermine /ʌndə'maɪn/ 45
undernourished /ʌndə'nʌrɪʃt/ 74
underpaid /ʌndə'peɪd/ 74
underpin /ʌndə'pɪn/ 47
underprivileged /ʌndə'prɪvəlɪdʒd/ 74
underrated /ʌndə'reɪtɪd/ 74
undersold /ʌndə'səʊld/ 74
undeveloped /ʌndɪ'veləpt/ 74
uneasy /ʌn'i:zi/ 15
unemployed /ʌnɪm'plɔɪd/ 74
uneventful /ʌnɪ'ventfl/ 6
unflattering /ʌn'flætərɪŋ/ 7
unforgivable /ʌnfə'gɪvəbl/ 6
unfurnished /ʌn'fɜ:nɪʃt/ 6
unintelligible /ʌnɪn'telɪdʒəbl/ 78
unique /ju'ni:k/ 21
unit /'ju:nɪt/ 71
unlike /ʌn'laɪk/ 70
unmitigated /ʌn'mɪtɪgeɪtɪd/ 56
unofficially /ʌnə'fɪʃəli/ 79
unpaid /ʌn'peɪd/ 74
unpalatable /ʌn'pælətəbl/ 53
unproductive /ʌnprə'dʌktɪv/ 49
unsold /ʌn'səʊld/ 74
unspoilt /ʌn'spɔɪlt/ 21
unstuck *as in* come unstuck 56
unwilling /ʌn'wɪlɪŋ/ 16
unwind /ʌn'waɪnd/ 21
up against it /ˌʌp ə'genst ˌɪt/ 56
up to date /ˌʌp tə 'deɪt/ 55
upload /ʌp'ləʊd/ 31
upper class /ˌʌpə 'klɑ:s/ 19
uprooted *as in* be uprooted 32
ups and downs /ˌʌps ən 'daʊnz/ 16
upset stomach /ʌpˌset 'stʌmək/ 13
upwards /'ʌpwədz/ 19
urge (sb to do) sth /'ɜ:dʒ (ˌ... tə ˌdu:) ˌ.../ 38
urgent /'ɜ:dʒənt/ 54
use *as in* it's no use + ing 59
user *as in* registered user 31
user-friendly /ˌju:zə 'frendli/ 28
username /'ju:zəneɪm/ 31
usual /'ju:ʒuəl/ 19
utter /'ʌtə(r)/ 22
utter chaos /ˌʌtə 'keɪɒs/ 4

vaccinate /'væksɪneɪt/ 30
vaccination /væksɪ'neɪʃn/ 30

CONSONANTS: b bad | d did | f fall | g get | h hat | j yes | k cat | l leg | m man | n now | p pen | r red | s see | t tea | v van | w wet | z zoo | ʃ shoe | ʒ vision | tʃ chain | dʒ jam | θ thin | ð this | ŋ sing

vaccine /ˈvæksiːn/ 30
value V /ˈvæljuː/ 45
valueless /ˈvæljuːləs/ 78
values /ˈvæljuːz/ 17
vandalism /ˈvændəlɪzəm/ 75
vandalize /ˈvændəlaɪz/ 75
vanish into thin air /ˌvænɪʃ ˌɪntə ˌθɪn ˈeə(r)/ 11
vast /vɑːst/ 37
venture /ˈventʃə(r)/ 28
venue /ˈvenjuː/ 23
verge *as in* on the verge of sth 23, 24
verification /verɪfɪˈkeɪʃn/ 71
verify /ˈverɪfaɪ/ 71
vertical /ˈvɜːtɪkl/ 72
vertical load /ˌvɜːtɪkl ˈləʊd/ 72
vibrant /ˈvaɪbrənt/ 21
vice /vaɪs/ 14
victorious /vɪkˈtɔːriəs/ 23
victory /ˈvɪktəri/ 23
video clip /ˈvɪdiəʊ ˌklɪp/ 31
videoblog /ˈvɪdiəʊblɒg/ 31
view V /vjuː/ 19
view *as in* in view of 68
vigorously /ˈvɪgərəsli/ 12
vile /vaɪl/ 58
virtual /ˈvɜːtʃuəl/ 31
virtually /ˈvɜːtʃuəli/ 1, 79
virtue /ˈvɜːtʃuː/ 14
virtuous /ˈvɜːtʃuəs/ 14
virus /ˈvaɪrəs/ 31
visible /ˈvɪzəbl/ 11
vision /ˈvɪʒn/ 11
visualize /ˈvɪʒuəlaɪz/ 75
visually impaired /ˌvɪʒuəli ɪmˈpeəd/ 80
volatile /ˈvɒlətaɪl/ 47
volatility /vɒləˈtɪləti/ 47
voluntary /ˈvɒləntri/ 34
voluntary sector /ˈvɒləntri ˌsektə(r)/ 34
volunteer /vɒlənˈtɪə(r)/ 34
vow N /vaʊ/ 38
vow to do sth /ˈvaʊ tə ˌduː ˌ.../ 38
vulgar /ˈvʌlgə(r)/ 17
vulnerable /ˈvʌlnərəbl/ 15

w/ (= with) 73
w/o (= without) 73
waiting *as in* sorry to keep you waiting 59
wander /ˈwɒndə(r)/ 21
wander *as in* go for a wander 21
war zone /ˈwɔː ˌzəʊn/ 43
warfare /ˈwɔːfeə(r)/ 37
warily /ˈweərəli/ 11
warm up (= become interesting) /ˌwɔːm ˈʌp/ 26
warm up (= do physical exercises) /ˌwɔːm ˈʌp/ 9
warm welcome /ˌwɔːm ˈwelkʌm/ 26
warrant /ˈwɒrənt/ 35
water V /ˈwɔːtə(r)/ 12
water *as in* fish out of water 20
water-saving /ˈwɔːtə ˌseɪvɪŋ/ 28
waterproof /ˈwɔːtəpruːf/ 75
way ADV /weɪ/ 56
way *as in* by the way 64
way *as in* in sb's/the way 56
way *as in* no way 59
way *as in* the way things are 16
weaken /ˈwiːkən/ 7, 47
weapon /ˈwepən/ 37
wear off /ˌweər ˈɒf/ 63
wear your heart on your sleeve /ˌweə jɔː ˌhɑːt ˌɒn jɔː ˈsliːv/ 15
weather *as in* under the weather 59
web browser /ˈweb ˌbraʊzə(r)/ 31
weeding *as in* do the weeding 24
weeds /wiːdz/ 24
weekend *as in* long weekend 3
weight *as in* pull your weight 18
weird /wɪəd/ 78
welcome N, ADJ /ˈwelkəm/ 26
welcome change /ˌwelkəm ˈtʃeɪndʒ/ 27
What a cheek! /ˌwɒt ə ˈtʃiːk/ 19, 58
What a disgrace! /ˌwɒt ə dɪsˈgreɪs/ 19
What a nerve! /ˌwɒt ə ˈnɜːv/ 58
What can you expect? /ˌwɒt kən ˌjuː ɪkˈspekt/ 18
What do you expect? /ˌwɒt də ˌjuː ɪkˈspekt/ 18
What do you make of ...? /ˌwɒt də ˌju ˈmeɪk əv/ 14
What on earth . . . ? /ˈwɒt ɒn ˌɜːθ/ 60
whatever /wɒtˈevə(r)/ 49
wheelchair *as in* be confined to a wheelchair 30
whenever /wenˈevə(r)/ 49
Where on earth . . . ? /ˈweər ɒn ˌɜːθ/ 60
wherever /weərˈevə(r)/ 49
whisk N /wɪsk/ 20
white lie /ˌwaɪt ˈlaɪ/ 53
wholesale change /ˌhəʊlseɪl ˈtʃeɪndʒ/ 27
wicked /ˈwɪkɪd/ 78
widespread criticism /ˌwaɪdspred ˈkrɪtɪsɪzəm/ 4
widespread damage /ˌwaɪdspred ˈdæmɪdʒ/ 4
wild *as in* in the wild 29
wildlife /ˈwaɪldlaɪf/ 24
wildlife reserve /ˈwaɪldlaɪf rɪˌzɜːv/ 29
win sb's respect /ˌwɪn ˌ... rɪˈspekt/ 16
wind sth up /ˌwaɪnd ˌ... ˈʌp/ 46
winds *as in* gale-force winds 4
wink V /wɪŋk/ 73
wipe sb/sth out /ˌwaɪp ˌ... ˈaʊt/ 29, 30
wipe sth off sth /ˌwaɪp ˌ... ˈɒf ˌ.../ 47
wire *as in* barbed wire 3
wisdom /ˈwɪzdəm/ 50
wise /waɪz/ 50
with hindsight /ˌwɪð ˈhaɪndsaɪt/ 57
with reference to /ˌwɪð ˈrefrəns tə/ 67
with regard to /ˌwɪð rɪˈgɑːd tə/ 68
withdraw /wɪðˈdrɔː/ 48
within reason /wɪˌðɪn ˈriːzn/ 14
without fail /wɪˈðaʊt ˈfeɪl/ 77
withstand /wɪðˈstænd/ 72
wknd (= weekend) 73
wok /wɒk/ 20
wolf /wʊlf/ 10
wooden /ˈwʊdn/ 22
woody /ˈwʊdi/ 12
words *as in* eat your words 20
words *as in* famous last words 66
words *as in* put sth into words 2
work like a dream /ˌwɜːk ˌlaɪk ə ˈdriːm/ 62
work out /ˌwɜːk ˈaʊt/ 9
work sth out /ˌwɜːk ˌ... ˈaʊt/ 48
workaholic /wɜːkəˈhɒlɪk/ 25
working class /ˌwɜːkɪŋ ˈklɑːs/ 19
workout /ˈwɜːkaʊt/ 9
world *as in* be in a world of your own 60
worlds *as in* the best of both worlds 60
worldwide /ˈwɜːldwaɪd/ 34
worn out /ˌwɔːn ˈaʊt/ 3, 78
worship V /ˈwɜːʃɪp/ 17
worthless /ˈwɜːθləs/ 6, 78
worthwhile /wɜːθˈwaɪl/ 6
worthy /ˈwɜːði/ 6
wrapping paper /ˈræpɪŋ ˌpeɪpə(r)/ 1
wreck V /rek/ 38
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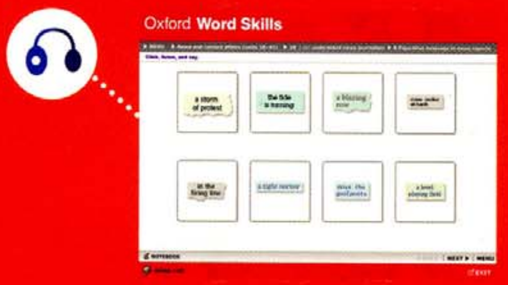

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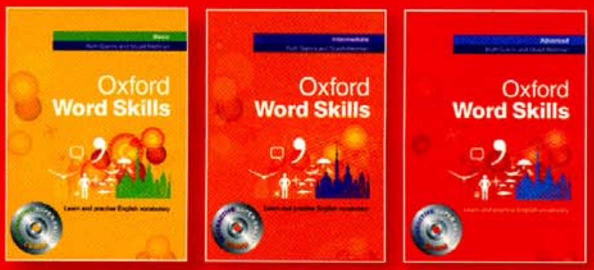

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